

DAHL

IT'S THE PEOPLE.

GEORGIA 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 Georgia Supplement

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

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

The Georgia 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 that person’s 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 an 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 Georgia law, which prohibits discrimination and harassment against employees and applicants for employment based on age (40-70) and disability and prohibits wage differentials based on sex. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

GENERAL EMPLOYMENT PRACTICES

Employment Eligibility and Work Authorization

The Company participates in the Electronic Verification System (E-Verify) to electronically verify the work authorization of newly-hired employees. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data

contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility.

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative Nonconfirmation, or who receive a Final Nonconfirmation or No Show, are subject to immediate termination of employment.

The Company will not tolerate any form of discrimination or harassment prohibited by federal, state or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to discrimination or harassment, including during the Form I-9 and E-Verify process, should immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in the Company's National Handbook. The Company prohibits retaliation against employees for making such complaints.

PAY PRACTICES

Lactation Accommodation

The Company will provide reasonable breaks to accommodate an employee desiring to express breast milk at the work site, during work hours. Break time for lactation will be paid at the employee's regular rate of compensation.

The Company will provide employees with the use of a private location, other than a restroom, to express breast milk in privacy at the work site. Employees should discuss with their DAHL representative the location to express breast milk and to make any other arrangements under this policy.

TIME OFF AND LEAVES OF ABSENCE

Mandatory Time Off/Day of Rest

The Company will reasonably accommodate employees whose habitual day of worship falls on Saturday or Sunday, if the employee is scheduled to work on that day.

Military Leave

In addition to the military leave rights set forth in the National Handbook, Georgia regular full-time or part-time employees who leave their position with the Company to perform military service will be eligible for reinstatement upon completion of that service if they:

- Provide a certificate of military service completion;
- Are still qualified to perform the duties of the job; and
- Apply for reinstatement within 90 days after being relieved from military service.

Eligible employees will be restored to the same employment position or to a position of like seniority, status and pay. An exception may arise if the Company's circumstances change such that it is impossible or unreasonable to provide reinstatement following the leave of absence.

Non-temporary employees who must leave the Company for up to six months in a four year period to participate in assemblies or annual training, or to attend service schools conducted by the United States armed forces, are also entitled to reinstatement to their previous position, provided they are still qualified for the position and they apply for reemployment within 10 days after completion of the temporary period of service.

Members of the Georgia National Guard or the National Guard of another state who are called into active state service by the Governor or other commander-in-chief and who, because of that service, are discharged or suspended from employment, will be eligible for reinstatement if: they are still qualified to perform the duties of the position, and they apply for reinstatement within 10 days of the discharge or suspension or, if serving in active state service, within 10 days following the termination of that state service.

Eligible employees who are reinstated following military service will be reinstated without loss of seniority and entitled to participate in insurance or other benefits in accordance with the Company's established rules and practices relating to employees on furlough or a leave of absence. Eligible employees also will not be discharged without cause for one year following reinstatement.

Please contact a DAHL representative. for more information.

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.

Any employee who has less than two hours outside of working hours to vote while the polls are open may take up to two hours off from work, without loss of pay to vote. Any additional time off will be without pay for nonexempt employees.

Employees must provide reasonable advance notice of the need for time off to vote so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having voted may be required.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service or witness summons and subpoenas, attend court for prospective jury service or serve as a juror or witness. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

Employees will receive their regular compensation for time spent engaged in attending court for prospective jury service or for serving as a juror or a witness under a subpoena or court order. Any mileage allowance or other fee paid for jury or witness duty will be credited against payments made by the Company. Employees who are absent from work because of a court order or judicial process due to being charged with a crime are not entitled to leave.

An employee must provide the Company with reasonable advance notice that they received a jury duty summons or a subpoena. In addition, verification from the court clerk of having served or appeared may be required.

Sick Leave to Care for Relatives

Employees who work at least 30 hours per week for the Company may use paid, earned sick leave benefits provided by the Company (not including short-term or long-term disability) to care for an immediate family member, on the same terms that the employee is able to use personal sick leave benefits for the employee's own incapacity, illness, or injury. Immediate family members include an employee's child, spouse, grandchild, grandparent, or parent or any dependents as shown in the employee's most recent tax return.

The Company may, at its sole discretion, limit the use of an eligible employee's sick time to care for an immediate family member under this policy to no more than five days of sick leave per calendar year.

Employees with questions or concerns regarding this policy or who would like to request a leave of absence under this policy should contact their DAHL representative.

SAFETY AND SECURITY

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. In compliance with Georgia law, the Company permits employees who lawfully possess a concealed weapon to leave their weapon in their locked car in the Company's parking lot. In the event that an employee has been subject to a disciplinary action or who has a disciplinary action pending, the Company reserves the right to prohibit the employee from bringing a concealed weapon onto company property.

The Company will not be liable for criminal or civil actions resulting from the theft a firearm from an employee's vehicle, and the Company will not provide additional security for employees who wish to store a firearm in their personal vehicle in compliance with this policy.

The Company will generally not search an employee's private vehicle or condition employment on an agreement by an employee not to store a licensed weapon in a locked car. However, employees should note that vehicles may be searched by law enforcement personnel, by the Company if the vehicle is employer-owned or in any situation in which a reasonable person would believe that accessing an employee's locked vehicle is necessary to prevent an immediate threat to human health, life or safety.

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 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 smoking that violates Georgia law or this policy.

Employees that 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 physically holding or supporting a wireless communication or standalone electronic device, texting, and watching, recording or broadcasting a video on a wireless communication or standalone electronic device (other than an electronic device used solely for recording or broadcasting video) while driving is a violation of Georgia law, in addition to being a violation of company policy.