



ILLINOIS SUPPLEMENT HANDBOOK

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.

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GENERAL INFORMATION

About This Illinois Supplement

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

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

The Illinois Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the CEO/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 and signed by the CEO/Owner of the Company or an authorized representative.**

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

Equal Employment Opportunity

As set forth in the Company’s Employee Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

The Company also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual’s credit

report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns.

Sexual and Other Unlawful Harassment

The Company is committed to providing a work environment free of harassment. The Company complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of the Company, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

All employees are expected to comply with the Company's Non-Harassment policy as set forth in the Employee Handbook. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the Employee Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

Chicago Office: James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 535 W. Jefferson Street, 1st Floor, Springfield, Illinois 62702, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report his or her concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act, a reasonable accommodation will be provided unless the accommodation would impose an undue hardship to the Company's ordinary business operations.

Reasonable accommodations may include but are not limited to: more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the company's business operations.

The Company may request certain documents from the individual's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide requested documentation to the Company.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their DAHL representative.

Accommodation for Victims of Domestic Violence, Sexual Violence or Gender Violence

The Company will provide reasonable accommodations for qualified employees or applicants for employment who are the victim of domestic violence, sexual violence (including sexual assault and stalking) or gender violence, or who are the family or household member (i.e., spouse, civil union partner, parent, son, daughter, or other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) of such a victim, unless providing the accommodation will impose an undue hardship on the Company's business operations.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace or a work requirement in response to actual or threatened domestic, sexual or gender violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under the Domestic Violence, Sexual Violence or Gender Violence Victims Leave policy set forth in this Illinois Supplement and should consult that policy and or DAHL representative for additional information.

The Company will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence against the individual or the individual's family or household member.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their DAHL representative.

Religious Accommodation

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing or facial hair in accordance with the requirements of their religion. In line with the Illinois Human Rights Act, a reasonable accommodation will be provided unless such accommodation would impose an undue hardship on the conduct of the Company's business.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their DAHL representative

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Employees in Illinois can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access their personnel file must be in writing. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after the Company receives their written request. If the Company is unable to provide access to the personnel file within seven working days, the Company will do so within the following seven working days.

Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

Inspection will take place during regular business hours at a location at, or reasonably near, the employee's place of employment. If an employee demonstrates that they are unable to review the file at the place of employment and submits a written request, the Company will provide a copy of the file. Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.

An employee who is involved in a current grievance against the employer, may designate in writing a representative to inspect their personnel file.

Personnel file documents do not include letters of reference, materials that are used by the Company to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the

test, certain personal information about people other than the employee, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in their personnel file, the employee may request that the Company remove or correct such information. If the employee and the Company cannot agree upon such removal or correction, the employee may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

PAY PRACTICES

Meal Breaks

Employees who work seven and one-half or more consecutive hours will be provided at least one 20-minute meal break, no later than five hours after the start of work. During the break, employees will be relieved of all duties.

An uninterrupted meal break lasting 30 or more minutes will be unpaid

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their DAHL representative.

Lactation Accommodation

The Company will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their supervisor, or DAHL representative the location to express and store their breast milk and to make any other arrangements under this policy.

The Company strictly prohibits discrimination against or harassment of employees because they are breastfeeding mothers and request or take breaks in accordance with this policy.

Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing, or otherwise discussing their wages or the wages of another employee. The Company will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

The Company also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise his or her rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

TIME OFF AND LEAVES OF ABSENCE

Vacation/Paid Time Off (PTO)

The Company will pay employees for any accrued but unused paid time off (PTO) upon termination of employment.

Sick Leave to Care for Relatives

Employees may use paid or unpaid personal sick leave benefits provided by the Company (not including short or long-term disability, an insurance policy, or other comparable benefit plans or policies) for absences due to the illness, injury, medical appointment or personal care of a covered relative, on the same terms that the employee is able to use personal sick leave benefits for the employee's own illness or injury. Personal care of a covered relative includes: (a) activities to ensure that the relative's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a relative who is unable to meet their own needs; or (b) being physically present to provide emotional support to a relative with a serious health condition who is receiving inpatient or home care. Covered relatives include the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

The Company may, at its sole discretion, limit the use of an eligible employee's sick time to care for a relative under this policy to what the employee would earn or accrue in six months, or half of the employee's maximum annual grant of personal sick leave benefits.

The Company may request written verification of the employee's absence from a health care professional. The Company will not discharge, threaten to discharge, demote,

suspend, or in any manner discriminate against employees for requesting or using personal sick leave benefits in accordance with this policy, or who attempt in good faith to exercise their rights under the law. 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.

Mandatory Time Off/Day of Rest

The Company will provide nonexempt, nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every calendar week. Certain exceptions may apply, including for employees engaged in canning and processing of perishable agricultural products on a part-time or seasonal basis; and employees whose services are needed to prevent injury or damage in case of machinery breakdown or other emergency.

Family Military Leave

Eligible employees who are the spouse, parent, child or grandparent of a person called to military service are entitled to an unpaid leave during the time federal or state deployment orders are in effect. To be eligible for leave, employees must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.
- Employees employed by a company with 15 – 50 employees is eligible for 15 days of leave. Employees employed by a company with more than 50 employees is eligible for 30 days of leave.

The Company may require verification of an employee's eligibility for leave from the proper military authority.

Employees may not take family military leave until they have exhausted all accrued PTO, and any other leave granted to the employee, with the exception of sick and disability leave, if applicable.

Employees taking family military leave for five or more consecutive workdays must notify their supervisor of the intended date of the leave at least 14 days in advance.

If possible, employees must consult with their supervisor regarding the scheduling of the leave to minimize disruption to the Company's operations. Employees taking family

military leave for fewer than five consecutive days must give their supervisor as much advance notice as is practicable.

During family military leave, employees may continue any benefits, if applicable, at their own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment.

The Company will not discriminate against, or tolerate discrimination against, any employee who seeks or obtains leave under this policy.

Military Leave

In addition to the military leave rights set forth in the Employee Handbook and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, members of the Armed Forces of the United States, the National Guard of any state or territory and the Illinois State Guard are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the National Handbook.

Employees are entitled to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, "military service" includes:

- Service (active or reserve) in the U.S. Armed Forces, the National Guard of any state or territory or the Illinois State Guard;
- Service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or aggravated during a period of active service and the treatment is paid for by the United States Department of Defense Military Health System.

Also, for purposes of this policy, "active service" means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to; annual training, active duty for training, initial active duty training, overseas training duty, full-time

National Guard duty, active duty other than training, state active duty, mobilizations and muster duty.

The Company may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee's medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency, or duration of their leave. The Company may bring concerns over the timing, frequency or duration of military leave to the attention of the appropriate military authority but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Accrued, unused PTO will be paid during military leave at the employee's request.

Reinstatement

In order to be eligible for reinstatement, an employee must have completed their service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than the rating that the employee received for the rated period immediately prior to his or her absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

School Activities Leave

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for the Company for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation and other appropriate leave (not including sick or

disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their supervisor and their DAHL representative to schedule the leave so as not to unduly disrupt the Company's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

The Company will allow, but not require, non-exempt employees to make up the number of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

The Company will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

Emergency Responder Leave

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late, leaving early or absent from work for this purpose. The Company also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours, so long as the employee does not violate the Company's personal mobile device policies.

Employees must make a reasonable effort to notify the Company of an emergency call. Upon return, the Company may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Blood Donor Leave

Upon request, eligible employees will be allowed up to one hour of paid leave to donate, or attempt to donate, blood every 56 days.

Employees who attempt to donate blood but are unsuccessful (as determined by the blood bank) will still be charged the blood donor leave.

“Eligible employees” are full-time employees who have been employed by the Company for six months or longer and have obtained company approval for the time off.

Employees will not be required to use accrued PTO while taking time off to donate blood.

When requesting time off for this purpose, employees must submit documentation of the appointment to donate blood in advance of the appointment. The Company may require that employees provide a written statement from the blood bank confirming the employee’s attendance at the appointment.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify their DAHL representative.

Civil Air Patrol Leave

Eligible employees who are members of the civil air patrol may be entitled to unpaid leave for the purpose of serving on a civil air patrol mission. Eligible To be eligible for leave, employees must:

- Have been employed by the Company for 12 months
- Have worked 1,250 hours during the 12-month period immediately preceding the leave request.
- Employees employed by a company with 15 – 50 employees is eligible for 15 days of leave. Employees employed by a company with more than 50 employees is eligible for 30 days of leave.

If the leave will last five or more consecutive workdays, employees must provide at least 14 days’ notice of the intended date upon which the leave will begin. If the leave will last fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their supervisors about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Company may require certification from the proper civil air patrol authority to verify an employee’s eligibility for leave.

Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on civil air patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

Election Judge Leave

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid, except that exempt employees will receive pay when required under applicable federal or state law.

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 request or take leave in accordance with this policy. Additionally, employees who work for the Company at night will not be required to work while serving on a jury during the day.

Employees must provide their supervisor with notice of any jury summons or subpoena within 10 days after receipt. 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 serving on a jury will be entitled to participate in insurance and other benefits under the same terms as other employees on a leave of absence. Upon return, employees will be reinstated to their former position without loss of seniority.

Witness Leave

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Employees will also be allowed time off to provide information in connection with a domestic violence proceeding or to testify in such a proceeding.

Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial-week absence.

Domestic Violence, Sexual Violence or Gender Violence Victim Leave

Eligible employees will be allowed up to 12 weeks of unpaid leave in any 12-month period to address domestic violence, sexual violence or gender violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual or gender violence; or
- The employee's family or household member (i.e., spouse, civil union partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or a person jointly residing in the same household with the employee) is a victim of domestic, sexual or gender violence and does not have interests adverse to the employee as it relates to the domestic, sexual or gender violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a family or household member identified above:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Participate in safety planning, relocate temporarily or permanently, or take other actions to increase safety from future domestic, sexual or gender violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding relating to or derived from domestic, sexual or gender violence.

Leave may be taken intermittently or on a reduced-schedule basis.

If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Employees seeking leave under this policy must provide at least 48 hours' advance notice, unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual or gender violence. Employees must respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. Upon obtaining them, the employee must also provide:

- Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

The Company will keep all information pertaining to an employee's request for leave and/or certification of the need for leave confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued sick leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

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

Child Bereavement Leave

Upon request, eligible employees will be allowed a maximum of two weeks (10 work days) of bereavement leave in connection with the death of an employee's child. For purposes of this policy, "child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may take leave under this policy for any of the following reasons:

- To attend the funeral (or funeral alternative) of the child;
- To make arrangements necessitated by the death of the child; or
- To grieve the death of the child.

"Eligible employees" have the same definition as that under the federal Family and Medical Leave Act ("FMLA"). Thus, in order to be eligible for leave under this policy, an employee 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) work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. If employees are unsure whether they qualify, they should contact their DAHL representative.

Child bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of his or her child. In the event of the death of more than one child within a 12-month period, an employee may take two weeks of leave per child, up to a total of six weeks of bereavement leave during a 12-month period.

Employees may elect to substitute other types of leave for child bereavement leave, including but not limited to any available paid leave, such as accrued PTO. While child bereavement leave does not run concurrently with the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

An employee must provide the Company with at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable. The Company may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

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

Time Off to Vote

The Company encourages all 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.

Employees who have fewer than two consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. The Company may specify when the leave must be taken.

Employees must provide notice of the need for time off prior to Election Day.

Proof of having voted may be required.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace and within 15 feet of any entrance to the workplace. Employees wishing to smoke must do so outside company facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or their DAHL representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Illinois law or this policy.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use / Texting While Driving

As set forth in the Employee Handbook, the Company prohibits employees from using 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 handheld electronic communication device for any reason (including to watch or stream video) while driving is a violation of Illinois 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 Employee 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 Illinois law, the Company permits those employees who are concealed weapons license holders and who lawfully possess a firearm or ammunition to transport and store their firearm or ammunition in their personal vehicle inside company parking lots. However, if the employee's vehicle is not attended, the vehicle must be locked or the firearm and ammunition must be in a locked container outside of plain view.

Employees who are concealed weapons license holders may also carry a concealed firearm in the immediate area surrounding their vehicle in a Company parking lot only for the limited purpose of storing or retrieving the firearm within the vehicle's trunk and only after ensuring the firearm is unloaded. Such lawfully possessed firearms and ammunition may not otherwise be removed from an employee's personal vehicle or displayed to others for any reason.