

DAHL

IT'S THE PEOPLE.

MISSISSIPPI 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 Mississippi Supplement

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

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

The Mississippi 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 the 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 to compliance with federal antidiscrimination laws. We also comply with Mississippi law, which prohibits discrimination and harassment against any employees or applicants for employment based on veteran status or uniform servicemember status or based on expunged criminal records. 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 Mississippi Equal Pay for Equal Work Act and will not discriminate or retaliate against an employee because they invoke or assist in the enforcement of that law. The Company also will not require, as a condition of employment, that any employee or applicant for employment abstain from smoking or using tobacco products during nonworking hours.

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 does not use E-Verify to pre-screen job applicants.

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.

COMPENSATION PRACTICES

Lactation Accommodation

The Company allows employees to express breast milk during any meal period or other break period provided by the Company.

TIME OFF & LEAVES OF ABSENCE

Military Leave

Regular full and part-time (i.e., non-temporary) Mississippi employees who are members of any reserve component of the United States armed forces or former members of the armed services who did not receive a dishonorable discharge are entitled to leave for purposes of active state duty, state training duty or any other authorized military duty. Accordingly, if eligible employees are called to active state duty in Mississippi or in any other state, they are entitled to an unpaid leave of absence for military duty and training. Upon return, employees will be restored to their previous or a similar position with the same status, pay and seniority, if they are still qualified to perform the duties of that position and provide evidence of the satisfactory completion of qualifying military duty or training.

The Company will not dissuade or attempt to dissuade any person from enlisting or accepting a warrant or commission in any active or reserve component of the United States Armed Forces.

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.

Employees must provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of 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 while participating in the jury selection process or while 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.

Crime Victim Leave

Employees may take time off under this policy to respond to a subpoena or 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 deceased or incapacitated, and the employee is the victim's parent, guardian, immediate family member (including spouse, child, sibling, or grandparent) or lawful representative.

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

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 Mississippi law, the Company permits employees who lawfully possess firearms or

ammunition to store or transport their firearms inside their own locked privately-owned vehicles in the Company's parking areas that are open to the public (such as parking lots or garages), unless storing or transporting firearms on the Company's premises is prohibited by other state or federal law.

Employees are not permitted to carry or store firearms in their own privately-owned vehicles in Company parking areas where public access is restricted, such as through the use of a fence, security gate or guard stations. Employees also may not store or transport firearms in vehicles owned or leased by the Company and used by employees as part of their job duties.

Cell Phone Use / Texting While Driving

As is 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 or driving a company-owned vehicle. Employees should also be aware that using a hand-held cell phone to write, send, or read a text message or to access, read or post to a social networking site without a hands-free device while driving is a violation of Mississippi law, in addition to being a violation of company policy.