

DAHL

IT'S THE PEOPLE.

RHODE ISLAND 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 Rhode Island Supplement

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

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

The Rhode Island 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 and 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 Rhode Island law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace and military/reservist 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 also complies with the Rhode Island law prohibiting discrimination against employees based upon the employee seeking, obtaining or refusing to seek a domestic violence protective order.

Sexual and Other Unlawful Harassment

The Company is committed to providing a work environment free of harassment. The Company complies with Rhode Island law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace, military/reservist status and any other category protected under applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy, as set forth in the National Handbook. The purpose of this policy is to provide Rhode Island employees with additional information regarding harassment.

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.

Sexual harassment in the workplace is unlawful. It is also unlawful to retaliate against an employee for filing a complaint of harassment, including a complaint of sexual harassment, or for cooperating in an investigation of a complaint for harassment, including sexual harassment.

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report to their DAHL representative as soon as possible. The responsibility to investigate complaints of harassment has been assigned to their DAHL representative. Their DAHL representative can be reached at 651-772-9225.

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment complaints, including claims of sexual harassment. The EEOC can be reached at:

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Tel: 800-669-4000
Fax: 617-565-3196
TTY: 800-669-6820

The Rhode Island Commission for Human Rights (RICHR) is the state agency responsible for handling complaints of harassment, including sexual harassment. The RICHR can be reached at:

180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel: 401-222-2661
Fax: 401-222-2616
TTY: 401-222-2664

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for reasons related to pregnancy, childbirth or a related medical condition (including the need to express breast milk for a nursing child). A reasonable accommodation will be provided to an individual who can perform the essential functions of the job (with or without a reasonable accommodation) unless it imposes an undue hardship upon the Company.

Reasonable accommodations may include, but are not limited to: more frequent or longer breaks; time off to recover from childbirth; the acquisition or modification of equipment or seating; the temporary transfer to a less strenuous or hazardous position; job restructuring; light duty; assistance with manual labor; modified work schedules; or break time and private, non-bathroom space for expressing breast milk.

The Company will not take adverse employment actions against employees or applicants who request or use reasonable accommodations in accordance with this policy.

Employees or applicants 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

Whistleblower Protections

Employees, applicants and prospective employees have the right under the Rhode Island Whistleblowers' Protection Act to complain of workplace practices or policies that they believe to be in violation of law, against public policy and/or fraudulent or unethical.

The Company will not take any adverse employment action or otherwise retaliate against any employee (or a person acting on behalf of the employee) who:

Reports (or is about to report) to the employee's supervisor or a public body a violation of law, regulation or rule promulgated under the law, which the employee knows or reasonably believes has occurred or is about to occur;
Is requested by a public body to testify or participate in an investigation, hearing or inquiry held by the public body or in a court action; or
Refuses to violate or assist in violating federal, state or local law, rule or regulation.
Employees who wish to report such violations should contact their DAHL representative. Employees should also consult the Reporting and Anti-Retaliation policy set forth in the

National Handbook for further information about reporting potential misconduct and about protections from retaliation.

Access to Personnel Files

Employees may review or obtain a copy of their personnel file, generally not more than three times per calendar year, by submitting a written request to their DAHL representative. The review will take place in the presence of a company representative and at a reasonable time outside of the employee's work hours. Employees are not permitted to remove information from their files. Employees who request a copy of their file may be charged a reasonable fee related to the cost of copying the requested documents.

Certain information is not available for inspection, including: records relating to the investigation of possible criminal offenses and records prepared for use in any civil, criminal or grievance proceedings; letters of reference or recommendation; managerial records kept or used only by the Company; confidential reports from previous employers; and managerial planning records.

PAY PRACTICES

Lactation Accommodation

The Company will provide a reasonable amount of unpaid break time to accommodate an employee desiring to express breast milk for the employee's child. If possible, nursing mothers should take time to express breast milk during their regular rest and/or meal breaks. If the break time cannot run concurrently with rest and/or meal breaks already provided to the employee, the break time will be unpaid for nonexempt employees. If these additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide a private, secure and safe place, other than a toilet stall, in close proximity to an employee's work area to express milk or breastfeed.

Employees should discuss with their DAHL representative the location to express and store breast milk and to make any other arrangements under this policy. The Company will not discriminate against, discipline or otherwise take adverse action against an employee because she has elected to exercise her rights with regard to breastfeeding and/or expression of breast milk.

Meal Breaks

Employees who work six or more continuous hours are entitled to at least a 20-minute meal break. Employees who work eight or more continuous hours will be provided at least a 30-minute meal break. During the meal break, employees will be relieved of all duties.

A 30-minute, uninterrupted meal break will be unpaid for nonexempt employees. Employees may not take a shorter meal break or skip a meal break to leave work early.

All nonexempt employees must record their meal breaks.

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

Sunday and Holiday Work

Nonexempt employees are entitled to be paid at one and one-half times their normal rate of pay for work performed on Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day, or any day on which these holidays are officially celebrated.

Employees may refuse to work on a Sunday or one of the above listed holidays and will not be subject to discipline or termination as a result.

TIME OFF AND LEAVES OF ABSENCE

Paid Sick and Safe Leave

The Company provides eligible employees with paid sick and safe leave in accordance with the requirements of Rhode Island's Healthy and Safe Families and Workplaces Act ("HSFWA").

Eligibility

All employees (including those working on a full-time, part-time or per diem basis) are generally eligible to accrue paid sick and safe leave if their primary place of work is in Rhode Island now or has been in Rhode Island within the previous 12 months. For purposes of this policy, the "primary place of work" means the employee works in Rhode Island more than any other state.

Eligible employees do not include those who are:

- **Traveling salespersons or outside salespersons;**
- **Independent contractors;**
- **Subcontractors;**

Accrual and Use of Sick and Safe Leave

Eligible employees begin to accrue paid sick and safe leave on July 1, 2018 or the employee's first day of actual work, whichever is later. Sick and safe leave accrues at a rate of one hour of leave for every 35 hours worked. Eligible employees can accrue up to a maximum of 40 hours of paid sick and safe leave in a given anniversary year.

For accrual purposes, salaried exempt employees will be assumed to work 40 hours in a week unless the employee's regular workweek is less than 40 hours, in which case sick and safe leave accrues based upon that regular scheduled workweek. Nonexempt employees accrue paid sick and safe leave on all hours worked, including overtime hours. Employees will also accrue paid sick and safe leave for all hours during which they are using paid time off benefits. Employees do not accrue paid sick and safe leave for hours off, without pay.

Regular employees hired on or after July 1, 2018 may not use accrued paid sick and safe leave until their 91st day of employment. Temporary employees (i.e., those working for or obtaining employment by agreement with an employment agency, placement service or training school or center) may not use accrued paid sick and safe leave until the 180th calendar day following the beginning of their employment.] Employees hired before July 1, 2018 can use paid sick and safe leave as it accrues.

For each use of paid sick and safe leave, employees must take a minimum of one hour of leave per day. Eligible employees can use up to 40 hours of sick and safe leave in a given anniversary year.

Employees are not required to search for or find an employee to cover their work in order to take paid sick and safe leave.

Reasons Sick and Safe Leave May be Used

Employees may use paid sick and safe leave for the following reasons:

- Because of the mental or physical illness, injury or health condition of the employee or the employee's covered relation;
- For the diagnosis, care or treatment of the mental or physical illness, injury or health condition of the employee or the employee's covered relation;
- For preventive medical care for the employee or the employee's covered relation;
- Because the employee or their covered relation is a victim of domestic violence, sexual assault or stalking;
- If either the employee's place of business or the employee's child's school or place of care is closed by order of a public official due to a public health emergency;
- Because health authorities with jurisdiction or a health care provider have determined that the presence of the employee or the employee's covered relation in the community may jeopardize the health of others because of their exposure

to a communicable disease (even if the employee or covered relation have not actually contracted the disease).

For purposes of this policy, "covered relation" includes a:

- Child (including a biological, adopted, foster or stepchild, a legal ward, the child of a domestic partner or a child for whom the employee stands *in loco parentis*);
- Parent (including a biological, adoptive, foster or stepparent, parent-in-law, legal guardian or a person who acted as a parent or stood *in loco parentis* to the employee or employee's spouse or domestic partner when they were minors);
- Spouse (including a common law spouse, civil union partner or domestic partner);
- Sibling (including a biological (whole- or half-blood), adopted or foster sibling or a stepsibling);
- Grandparent;
- Grandchild;
- A person for whom the employee is responsible for providing or arranging health- or safety-related care, including, but not limited to, helping the person obtain diagnostic, preventive, routine or therapeutic health treatment or ensuring the person is safe following domestic violence, sexual assault or stalking; and
- A member of the employee's household (i.e., a person residing at the same physical address as the employee or a person the employee claims as a dependent for federal tax purposes).

Employees cannot use sick and safe leave as an excuse to be late for work without an authorized purpose.

Requesting Sick and Safe Leave and Documentation

To provide notice of the need to use paid sick and safe time, employees should contact their DAHL representative by email. When possible, a request for paid sick and safe leave should include notice of the expected duration of the leave.

If the need for paid sick and safe leave is foreseeable (i.e., planned at least 24 hours in advance), employees must notify the Company as soon in advance as possible, but in no event less than 24 hours before leave begins, of the need for leave. Employees must make reasonable efforts to schedule the foreseeable use of paid sick and safe leave in a manner that does not unduly disrupt Company operations. If the need for paid sick and safe leave is unforeseeable, employees should provide notice as soon as practical.

If paid sick and safe leave is used for more than three consecutive workdays, the Company may require that the employee provide reasonable documentation that the

paid sick and safe leave was used for a covered purpose. The Company may also require written documentation regarding use of sick and safe leave that occurs during the two weeks prior to an employee's final scheduled day of work before the end of employment.

For a medical-related absence, an employee can satisfy this requirement by providing documentation signed by a licensed health care professional. For leave related to domestic violence, sexual assault or stalking, the employee can provide any of the following documents:

- Police report;
- Court document;
- Signed statement of a victim and witness advocate; or
- The employee's own written statement.

Documentation should not explain the nature of an illness or the details of domestic violence, sexual assault or stalking, unless otherwise required by applicable law.

If obtaining the required documentation will result in an unreasonable cost or burden for the employee, the Company may allow the employee to submit a signed statement indicating that their use of sick and safe leave was for a covered purpose.

Paid Sick and Safe Leave Carryover

Accrued, unused paid sick and safe leave may be carried over from year to year. However, employees may not use paid sick and safe leave in excess of the annual maximum accrual, as set forth above. The Company does not offer pay in lieu of actual sick and safe leave.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for reasons related to domestic violence or family leave under certain federal and state laws. In certain situations, sick and safe leave under this policy may run at the same time as leave available under another federal or state law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their DAHL representative for information about other federal or state medical, domestic violence or family leave rights.

Integration with Other Benefits

It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of the illness or disability, including temporary disability insurance, temporary caregiver insurance, workers' compensation insurance

and/or any other disability insurance benefits. If an employee elects to integrate paid sick leave with other paid benefits, the Company will integrate all paid benefits such that an employee will not be paid more than their regular compensation at any time.

Confidentiality

The Company will keep confidential information regarding employees' use of paid sick and safe leave. Health information and information pertaining to domestic violence, sexual assault, sexual contact or stalking related to an employee or the employee's covered relation will be treated as confidential and not disclosed except to the affected employee or with that employee's permission, unless otherwise required by applicable law.

Rate of Pay

Paid sick and safe leave is compensated at the same hourly rate and with the same benefits, including healthcare benefits, an employee normally earns during hours worked, or at minimum wage (whichever is greater).

Separation from Employment

Compensation for accrued and unused paid sick and safe leave is not provided upon separation from employment for any reason.

Employees who are rehired within 135 days of the end of employment will have their previously accrued, unused sick and safe leave reinstated and will be allowed to use accrued leave and begin accruing additional leave at the start of reemployment.

Retaliation Prohibited

The Company will not retaliate, or tolerate retaliation, against employees because they take paid sick and safe leave in accordance with this policy or otherwise exercise their rights under the HSFWA.

Parental and Family Medical Leave of Absence

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA) and the Rhode Island Parental and Family Medical Leave Act (RIPFMLA). If both the FMLA and RIPFMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employees' rights under the RIPFMLA. Employees should refer to the National Handbook for additional details regarding the FMLA. All questions concerning this policy should be directed to their DAHL representative

Employee Eligibility

To be eligible for leave under the RIPFMLA, an employee must have been employed by the Company for at least 12 consecutive months, and be a full-time employee, working an average of at least 30 hours per week.

Leave Entitlement

Eligible employees may request leave under this policy for one or more of the following reasons:

The birth of the employee's child or the placement for adoption of a child 16 years of age or younger with the employee.

The employee's own serious illness; and

The serious illness of the employee's parent, spouse, child, mother-in-law or father-in-law.

For purposes of this policy, a "serious illness" is defined as a disabling physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital, nursing home or hospice, or outpatient care requiring continuing treatment or supervision by a health care provider.

Length of Leave

Eligible employees are allowed to take up to 13 consecutive workweeks of leave under the RIPFMLA in any two calendar years. If a leave qualifies under both the FMLA and the RIPFMLA, the leave will count against the employee's entitlement under both laws and run concurrently.

Notice and Certification

Employees must give at least 30 days' written notice of the intended dates on which parental or family leave will begin and end unless a medical emergency prevents giving such notice. The employee's notice must include the employee's name, the employee's position at the company and a detailed description of the circumstances entitling the employee to leave under this policy. In addition, the Company may require employees to provide certification from a physician indicating the probable duration of the employee's leave.

Compensation and Benefits During Leave

Leave taken under this policy is unpaid, although, depending upon the circumstances, employees may be eligible for temporary caregiver insurance benefits, as described more fully in the Temporary Caregiver Insurance Program and Leave policy contained in this Rhode Island Supplement. The use of paid benefits will not extend the length of a RIPFMLA Leave.

The Company will maintain an employee's existing health benefits during the course of their leave as if the employee had continued in employment and had not taken leave. Benefits accrued prior to the leave will not be lost due to the leave of absence.

Reinstatement

Upon expiration of leave under the RIPFMLA, employees will be reinstated to their former position or a position with equivalent seniority, status, employment benefits, pay and other related terms and conditions of employment in accordance with the law.

Temporary Caregiver Insurance Program and Leave

Rhode Island provides temporary caregiver insurance (TCI) to employees who are unable to perform their work duties for any of the following reasons:

To care for or bond with a newborn (under one year old), adopted or foster child; or
To care for a seriously ill child, spouse, parent, parent-in-law, grandparent or domestic partner.

For purposes of this policy, a child includes a biological, adopted, foster, or step child, as well as a legal ward, a son or daughter of a domestic partner, or a son or daughter of an employee who stands in loco parentis, or in the place of a parent, to the child. a parent includes a biological, foster, adoptive, or step parent, as well as a legal guardian or other person who stood in loco parentis, or in the place of a parent, to the employee or the employee's spouse or domestic partner when they were children.

Employees eligible for TCI benefits are those who are eligible for unemployment insurance benefits. An individual must be out of work for at least seven consecutive days in order to be eligible for TCI benefits.

Employees must provide the Company with a written notice of their intent to take TCI leave at least 30 days before leave will begin. Failure to provide notice may delay or reduce benefits, unless the need for leave was unforeseeable or the timing of the leave changes for unforeseeable reasons. Employees must also file a certificate form with the Department of Labor and Training to receive TCI benefits. The Company will keep any information provided in connection with TCI leave confidential, to the extent possible and in accordance with applicable law.

TCI provides up to five weeks of wage replacement at two-thirds of an employee's regular wages per benefit year. The leave is paid by the state and funded by deductions from employees' compensation.

The Company will maintain employees' existing health benefits during the leave as if the employee had continued in employment rather than taken leave. Employees remain responsible for any of their shared costs associated with the health benefits.

If a leave qualifies under the TCI program and the federal Family and Medical Leave Act (FMLA) and/or the Rhode Island Parental and Family Medical Leave Act (RIPFMLA),

the leave will count against the employee's entitlement under those laws and will run concurrently.

At the conclusion of the four weeks of TCI leave, employees will be reinstated to their former position or a position with equivalent seniority, status, benefits, pay and other employment terms and conditions, including fringe benefits and service credits to which the employee was entitled when leave began, in accordance with the TCI law.

Medical Insurance Coverage During Extended Medical Leave

An employee who is on an extended medical leave may remain on the Company's group medical insurance plan for up to 18 months from the date the employee was placed on extended medical leave. In order to be eligible, the employee must be employed on a full-time basis by the Company for at least three months and must be insured.

Employees may be required to pay up to 100 percent of the plan costs.

Family Military Leave

Eligible employees who are the spouse or parent of a person called to serve in the state or federal military for more than 30 days will be allowed up to 30 days of unpaid time off, while deployment orders are in effect, under Rhode Island's Family Military Leave Act.

Eligible employees are those who have worked for the Company for at least 12 months and have worked at least 1,250 hours in the 12-month period immediately preceding the commencement of leave.

Employees will only be allowed to take family military leave if they have first exhausted all accrued vacation, personal and/or compensatory time (but not sick leave or disability leave). Additionally, leave may only be taken while the servicemember's orders are in effect.

Employees taking family military leave for five or more consecutive workdays must provide notice at least 14 days in advance of the leave. Where possible, employees should consult with their DAHL representative 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 provide as much advance notice as is practicable.

Where applicable, leave taken under this policy will run concurrently with leave taken under the Family and Medical Leave Act.

The Company will continue to make health benefits available during the leave, but may require that employees pay some or all of the premium payments required to continue coverage. Benefits accrued prior to the leave will not be lost due to the leave of absence.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment, unless reinstatement is denied for reasons unrelated to the leave of absence.

Military Leave

In addition to the military leave rights set forth in the National Handbook, Rhode Island employees who enter the United States armed forces will be entitled to reinstatement to their former position or a position of like seniority, status and pay, so long as:

They receive an honorable discharge from service;

They request reinstatement within 40 days after receiving an honorable discharge from service;

They are still qualified to perform the duties of their former position; and

The Company's circumstances have not changed such that reinstatement is impossible or unreasonable.

Additionally, regular full-time and part-time (i.e., nontemporary) employees who are members of the National Guard of Rhode Island or of any other state or of the United States Reserves are entitled to an unpaid leave of absence to perform military service.

Upon return from military service, employees will be reinstated to their former position or to a position of like seniority, status and pay as long as they:

Had a nontemporary job before taking leave;

Provide evidence that training or service was satisfactorily completed; and

Are still qualified to do the job.

Rhode Island employees who are members of the National Guard of Rhode Island or any other state and called to perform military service are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act and described more fully in the Military Leave policy set forth in the National Handbook.

Crime Victim Leave

Employees who are victims of a crime may take time off from work to attend court proceedings related to the crime. Time off under this policy will be without pay, except that employees may use accrued paid vacation days, personal leave or sick leave during the time off. Exempt employees will not incur any reduction in pay for a partial week absence due to witness duty.

Prior to taking leave under this policy, employees must provide the Company with a copy of the notification of court proceedings.

The Company reserves the right to limit leave taken under this policy if the time off creates an undue hardship to its business.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service, serve as a juror or give evidence or testify as a witness before a court or judicial, quasi-judicial, administrative or other entity with the authority to issue subpoenas. Under no circumstances will employees be terminated, or lose a wage increase, promotion or any other benefit of employment because they take leave to serve on a jury or comply with a subpoena.

Employees should promptly provide their supervisor with notice of any jury summons or subpoena. Verification of having served as a juror, potential juror or witness may also be required.

Time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness in response to a subpoena is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty.

School Involvement Leave

Eligible employees may take up to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for a child for whom the employee is a parent, foster parent or guardian. Eligible employees are full-time employees who have been employed by the Company for 12 consecutive months and work an average of 30 hours per week.

Employees must provide 24 hours' notice of the leave and make a reasonable effort 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 receive pay when required under applicable law. Additionally, employees may elect to use any accrued paid vacation time or other appropriate paid leave during the leave.

Emergency Responder Leave

Employees who are volunteer members of a fire department or ambulance department will be allowed time off to respond to an emergency that occurred prior to the time the employee is scheduled to report to work. For purposes of this policy, a "volunteer member" means a volunteer, call, reserve or permanent-intermittent firefighter or emergency medical technician, so long as the individual has not received compensation for over 975 hours of services rendered as a fire or ambulance department member during the preceding six months.

Employees may be asked to submit a statement signed by the chief of their ambulance or fire department, certifying the date and time of the employee's response to and return

from the emergency. Employees must inform their DAHL representative of all reasons for any failure to report to work as required.

Time off will be without pay except that exempt employees will receive pay when required under applicable law.

Flexible Work Schedules for Part-Time Elected Officials

Employees who serve as a part-time elected official of an elected body will be eligible for a flexible work schedule to accommodate their attendance at sessions of the elected body whenever practical and within the reasonable operation of the business.

Employees wishing to request a flexible work schedule under this policy should notify their DAHL representative.

The Company will not terminate or take other adverse action against employees based on their activities or decisions as a part-time elected official and will not otherwise discriminate against employees serving as an elected official because of their legislative activities, votes or business.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. For purposes of this policy, smoking includes the use of electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery system products or other similar products.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

Employees who 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 Rhode Island law or this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including discharge.

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 while driving a company-owned vehicle. Employees should also be aware that using a portable electronic device in a manner not consistent with hands-free operation to compose, read or send text messages (including emails and

instant messages) while driving or to engage in a call while the vehicle is in motion is a violation of Rhode Island law, in addition to being a violation of company policy.