



**SOUTH CAROLINA 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.

Copyright 2022 © ComplianceHR

TABLE OF CONTENTS

| | |
|--|---|
| GENERAL INFORMATION | 1 |
| About This South Carolina Supplement..... | 1 |
| COMMITMENT TO DIVERSITY..... | 1 |
| Equal Employment Opportunity | 1 |
| Political Opinions | 2 |
| Pregnancy Accommodation..... | 2 |
| GENERAL EMPLOYMENT PRACTICES..... | 3 |
| Employment Eligibility and Work Authorization..... | 3 |
| PAY PRACTICES..... | 3 |
| Lactation Accommodation | 3 |
| TIME OFF AND LEAVES OF ABSENCE | 4 |
| Bone Marrow Donation Leave | 4 |
| Quarantine Leave | 4 |
| Crime Victim Leave | 4 |
| Jury Duty Leave..... | 5 |
| Military Leave—Reinstatement from Active Duty..... | 5 |
| Volunteer Emergency Responder Leave..... | 6 |
| SAFETY AND SECURITY..... | 6 |
| Cell Phone Use / Texting While Driving..... | 6 |
| Smoking-Free Workplace | 6 |

GENERAL INFORMATION

About This South Carolina Supplement

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

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

The South Carolina Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or his or her authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the President/Owner of the Company or his or her authorized representative.**

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

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with South Carolina law, which prohibits discrimination and harassment against employees or applicants for employment based on race, religion, color, sex (including pregnancy, childbirth and related medical conditions (including, but not limited to, lactation), age (40 and over), national origin (including ancestry), disability and National Guard status.

The Company also does not discriminate against employees and applicants for employment based on any characteristic, class, or activity that is protected under the South Carolina Human Affairs Law, including military service, filing a workers’ compensation claim, and the use of tobacco products outside the workplace.

The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Political Opinions

The Company will not intimidate or discharge employees because of their political opinions or because they exercise the political rights and privileges guaranteed to every citizen under the state and federal laws and constitutions.

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for medical needs arising from pregnancy, childbirth or related medical conditions (including, but not limited to, lactation). The Company will provide a reasonable accommodation unless doing so would impose an undue hardship on the Company's business operations. The Company will also provide accommodations for employees desiring to express breast milk for their infant child in accordance with the Company's Lactation Accommodation policy.

Reasonable accommodations may include but are not limited to: making existing facilities readily accessible for individuals with disabilities arising from pregnancy, childbirth or a related medical condition; temporarily transferring an employee to a less strenuous or hazardous vacant position for which the employee is qualified; acquiring or modifying equipment or devices necessary for performing essential job functions; modifying a food or drink policy; or providing the following:

- More frequent or longer break periods;
- More frequent restroom breaks;
- A private place, other than a bathroom stall, for the purpose of expressing breastmilk;
- Seating or permission to sit more frequently;
- Assistance with manual labor and limits on lifting;
- Job restructuring or light duty, if available; or
- A modified work schedule.

The Company will not take adverse employment actions against employees because they request or use reasonable accommodations for known limitations related to medical needs arising from pregnancy, childbirth or related medical conditions in accordance with this policy.

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

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.

PAY PRACTICES

Lactation Accommodation

The Company will provide a reasonable amount of break time each day to accommodate an employee's need to express breast milk for the employee's child. Break time for this purpose will be unpaid for nonexempt employees.

If possible, employees should take time to express breast milk during their regular meal and/or rest breaks and should otherwise make reasonable efforts to minimize disruptions to company operations.

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

The Company will not discriminate against an employee because they choose to express breast milk in the workplace in accordance with this policy.

TIME OFF AND LEAVES OF ABSENCE

Bone Marrow Donation Leave

Employees who work for the Company an average of 20 or more hours per week will be granted a paid leave of absence if they seek to undergo a medical procedure to donate bone marrow. The length of the leave may not exceed a total of 40 work hours without company approval.

Employees seeking leave under this policy must provide the Company with verification from a physician setting forth the purpose and length of leave required by the employee. If it is medically determined that the employee does not qualify as a bone marrow donor, the paid time off granted to the employee prior to the medical determination will not be forfeited.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking bone marrow donation leave.

Quarantine Leave

The Company will not terminate, demote or otherwise discriminate against an employee who is absent from work for the purpose of complying with a quarantine order.

Time off for the purpose of complying with a quarantine order will be unpaid, except that employees will be [**Option**: required or permitted] to use accrued annual or sick leave.

Crime Victim Leave

Eligible employees may take time off from work to lawfully respond to a subpoena. Employees are considered eligible for time off under this policy if they are:

The victim of the crime at issue in the proceedings; or

The spouse, parent, child, or lawful representative of a victim who is deceased, a minor, incompetent, or physically or psychologically incapacitated.

Employees are not eligible for time off under this policy if they:

Are the subject of an investigation for, are charged with, or have been convicted of or pled guilty or *nolo contendere* to the offense in question;

Are acting on behalf of the suspect, juvenile offender, or defendant, unless the employee's actions were required by law; or

Were imprisoned or engaged in an illegal act at the time of the offense at issue in the proceedings.

The Company will not reduce the wages or benefits of an employee who takes time off under this policy.

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 should 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.

Military Leave—Reinstatement from Active Duty

Eligible employees who leave work to serve in the South Carolina state or National Guard will be reinstated to their previous position or to a position of like seniority, status and salary, unless, under the circumstances, it would be unreasonable for the Company to do so.

Employees are eligible for reinstatement if they:

Served in the state or National Guard;

Received an honorable discharge,

Applied for reemployment, in writing, within five days of discharge from duty or from hospitalization continued after release from active duty; and

Are still qualified for their previous position.

Employees who are no longer qualified for their previous position will be placed in another position for which they are qualified and that will give employees the appropriate seniority, status and salary, unless the Company's circumstances make such placement unreasonable.

Volunteer Emergency Responder Leave

The Company will not terminate employees who are volunteer firefighters or volunteer emergency medical services personnel because they take time off from work to act as a volunteer pursuant to a firefighter mobilization plan when the President of the United States or the Governor of South Carolina has declared a state of emergency in a county within South Carolina.

Time off under this policy will be unpaid, except that exempt employees may receive pay, as required by applicable law.

Employees must make every effort to notify the Company on each occasion when they will be late to, or absent from work, under this policy. The Company may require the employee to submit written verification that they responded to an emergency, listing the date, time and duration of the response.

SAFETY AND SECURITY

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 South Carolina law prohibits drivers from using a wireless electronic communication device to compose, send, or read a text-based communication while operating a motor vehicle, except in hands-free mode.

For purposes of South Carolina law, a “wireless electronic communication device” is an electronic device, including a telephone, a personal digital assistant, a text-messaging device, or a computer, that allows a person to wirelessly communicate with another person.

Smoking-Free Workplace

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

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

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