



**VERMONT 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 Vermont Supplement

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

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

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

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

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

The Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We comply with Vermont law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, crime victim status, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information or membership in the Reserves or National Guard. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also complies with the Vermont law that restricts the circumstances under which employers can base employment-related decisions on an individual’s credit report or credit history.

Sexual and Other Unlawful Harassment

The Company is committed to providing a work environment free of harassment. Sexual harassment and harassment based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information or membership in the Reserves or National Guard are unlawful in the workplace. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by 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. 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 believes they have been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to their DAHL representative.

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 state agency responsible for complaints of harassment is the State of Vermont Attorney General's Office – Public Protection Division Civil Rights Unit.

109 State Street
Montpelier, VT 05609-1001
(888) 745-9195 (toll free VT)
(802) 828-3657
(802) 828-3665 (TTY)
(802) 828-2154 (Fax)
Website: <http://www.state.vt.us/atg/>

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

John F. Kennedy Federal Building, 475 Government Center, Boston, MA
02203, telephone number (800) 669-4000.

Employees who believe they have been unlawfully harassed may file a complaint with the Attorney General's Office or the EEOC. These agencies serve as neutral fact-finders and attempt to help the parties voluntarily resolve disputes.

Pregnancy Accommodation

Employees with needs related to pregnancy, childbirth or a medical condition related to pregnancy or childbirth, may request a reasonable accommodation to enable them to perform their job. The Company will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the Company.

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

PAY PRACTICES

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The Company will provide this break time for up to three years following the birth of a 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. Where these additional breaks are required, employees should work with their supervisor regarding scheduling.

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

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Bathroom and Meal Breaks

Employees will be given reasonable opportunities during work periods to eat and to use toilet facilities in order to protect the health and hygiene of the employee.

Discussion of Wages

No employee is prohibited from disclosing the amount of his or her wages or inquiring about or discussing the wages of other employees. The Company will not retaliate against employees for disclosing their wages or inquiring about or discussing the wages of other employees.

This policy does not apply to disclosure of other employees' wage information by human resources managers 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

Parental and Family Leave [15+ Employees]

The Company recognizes that employees may need to be absent from work for an extended period of time for family or medical-related 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 Vermont Parental and Family Leave Act (VPFMLA).

When both the FMLA and VPFMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. Employees who are eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee rights under the VPFMLA. Employees should refer to the National Handbook for additional detail regarding the FMLA. All questions concerning this policy should be directed to a DAHL representative.

Leave Entitlement and Eligibility

Employees who have been employed by the Company continuously for at least one year and who average at least 30 hours of work per week are eligible for up to a total of 12 weeks of parental and/or family leave in a 12-month period. Employees may return from leave earlier than estimated with the Company's approval.

Employees are not eligible for leave if they received, or provided, notice of termination of their employment with the Company.

Permissible Uses of Parental and Family Leave

Parental leave may be taken for:

An employee's pregnancy;

The birth of an employee's child; or

The initial placement for adoption of a child 16 years of age or younger with the employee. Leave for this purpose must be taken within one year of the initial placement of the child for adoption.

Family leave may be taken for:

The employee's own serious illness; or

The serious illness of the employee's child, stepchild (including the child of a civil union partner) or ward who lives with the employee, foster child, parent, spouse (including

same-sex spouse), civil union partner or parent-in-law (including the parent-in-law of a same-sex spouse or civil union partner).

For purposes of this policy “serious illness” means an accident, disease or physical or mental condition that poses imminent danger of death, requires inpatient care in a hospital or requires continuing in-home care under the direction of a physician.

Compensation and Benefits During Leave

Parental and family leaves are unpaid. However, employees may elect to use up to six weeks of accrued sick leave, vacation or other accrued paid leave during a parental or family leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Requesting Leave

Employees must give one week advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. In addition, the Company may require certification from a physician when leave is taken due to the serious illness of the employee or a covered family member. Reasonable notice must be provided if an employee needs to extend the length of a leave.

Return from Leave

Upon return from leave, employees will be restored to their prior position or to a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if: (1) during the leave the employee’s job would have been terminated or the employee laid off for reasons unrelated to the leave; or (2) the employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of its intent to do so, was the only way for the Company to prevent substantial and grievous economic injury to its operations.

Employees who do not return to employment at the end of a leave for reasons other than serious illness must reimburse the Company for the value of any compensation paid to or on behalf of the employee during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

The Company will not take an adverse employment action (e.g., termination, demotion, etc.) or retaliate against employees for exercising their rights under this policy.

Parental Leave of Absence [10-14 Employees]

The Company recognizes that employees may need to be absent from work for an extended period of time for reasons related to pregnancy, childbirth or the adoption of a child. Accordingly, the Company will grant a parental leave of absence to employees in accordance with the requirements of the Vermont Parental and Family Leave Act (VPFMLA). All questions concerning this policy should be directed to the Company.

Leave Entitlement and Eligibility

Employees who have been employed by the Company continuously for at least one year and who average at least 30 hours of work per week are eligible for up to a total of 12 weeks of parental leave in a 12-month period. Employees may return from leave earlier than estimated with the Company's approval.

Employees are not eligible for leave if they received, or provided, notice of termination of their employment with the Company.

Permissible Uses of Parental Leave

Parental leave may be taken for:

An employee's pregnancy;
The birth of an employee's child; or
The initial placement for adoption of a child 16 years of age or younger with the employee. Leave for this purpose must be taken within one year of the initial placement of the child for adoption.

Compensation and Benefits During Leave

Parental leave is unpaid. However, employees may elect to use up to six weeks of accrued sick leave, vacation or other accrued paid leave during a parental leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment rather than taken a leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Requesting Leave

Employees must give one week advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. Reasonable notice must be provided if an employee needs to extend the length of a leave.

Return from Leave

Upon return from leave, an employee will be restored to his or her prior position or to a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if: (1) during the leave the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave; or (2) the employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of its intent to do so, was the only way for the Company to prevent substantial and grievous economic injury to its operations.

An employee who does not return to employment at the end of a leave may be required to reimburse the Company for the value of any compensation paid to or on behalf of the employee during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

The Company will not take an adverse employment action (e.g., termination, demotion, etc.) or retaliate against employees for exercising their rights under this policy.

Short-Term Family Leave

Eligible employees may take up to four hours of short-term family leave in any 30-day period, not to exceed 24 hours in any 12-month period. Eligible employees are those who have worked for the Company for one year, working an average of at least 30 hours per week.

Leave may be taken under this policy for any of the following reasons:

To participate in preschool or school activities, such as parent-teacher conferences, that are directly related to the academic educational advancement of the employee's child, stepchild (including the child of a civil union partner), foster child or ward who lives with the employee;

To attend or accompany the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse (including same-sex spouse), civil union partner, or parent-in-law to routine medical or dental appointments;

To accompany the employee's parent, spouse (including same-sex spouse), civil union partner or parent-in-law to other appointments for professional services related to his or her care and well-being; or

To respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse (including same-sex spouse), civil union partner or parent-in-law.

Employees should make reasonable attempts to schedule appointments outside of working hours.

Employees must request leave under this policy as early as possible. Except in cases of emergency, the Company may deny requests for short-term family leave that are made less than seven days before the leave is to be taken. For purposes of this policy,

emergency means circumstances in which the required seven-day notice could have a significant adverse impact on the employee's family member.

Leave under this policy must be taken in [insert increment of time, not more than two hours].

Leave taken under this policy is unpaid unless employees elect to use any accrued vacation or personal leave during the time off.

Paid Sick and Safe Time (Accrual Method)

The Company provides paid sick and safe time to eligible employees in compliance with the requirements of the Vermont Earned Sick Time Law (VESTL).

Eligibility

All employees whose primary place of work is in Vermont are eligible to accrue paid sick and safe time, except those employees who are under the age of 18, work an average of less than 18 hours per week in a year or are employed by the Company for 20 weeks or less in a 12-month period in a job scheduled to last 20 weeks or less. In addition, employees who: work intermittently or on a per diem basis; work only when available; are under no obligation to work for the Company; and have no expectation of continuing employment with the Company, are not eligible for sick and safe time under this policy.

Annual Accrual of Paid Sick and Safe Time

Eligible employees begin to accrue paid sick and safe time on January 1, 2017, or upon their first day of employment, whichever is later.

Eligible employees accrue paid sick and safe leave at the rate of one hour of leave per every 52 hours worked up to maximum annual accrual of 24 hours through December 31, 2018, and up to a maximum annual accrual of 40 hours per anniversary year thereafter. 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 time accrues based upon that regular workweek. Nonexempt employees accrue paid sick and safe time for all hours worked, including overtime hours.

Eligible employees may begin using accrued paid sick and safe leave after one year of employment with the Company or on January 1, 2018, whichever is later.

An employee's use of paid sick and safe leave is limited to 24 hours for the calendar year of January 1, 2017 through December 31, 2018, and 40 hours per anniversary year thereafter. Paid sick and safe time can be used in increments of one hour.

Employees are not required to find an employee to cover their work when they take paid sick and safe time and are not required to work an alternative shift to make up for the use of such time.

Reasons Sick and Safe Time May be Used

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

- For an absence resulting from the employee's own physical or mental illness or injury;
- For the employee's need for professional diagnostic, preventive, routine or therapeutic health care for a medical condition;
- To provide care for a family member who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care or preventative medical care;
- To assist a sick or injured family member in obtaining diagnostic, preventive, routine or therapeutic health treatment;
- To accompany an employee's parent, grandparent, spouse, or parent-in-law to an appointment related to his or her long-term care;
- To accommodate the employee's need to care for a family member whose school or place of business is closed for public health or safety reasons; or
- To arrange for social or legal services or obtain medical care or counseling for the employee or the employee's family member because the employee or employee's family member is a victim of or is relocating as a result of domestic violence, sexual assault or stalking.

For purposes of this policy, "family member" means a parent, grandparent, spouse, child (by birth or adoption), stepchild, brother, sister, parent-in-law, grandchild, foster child, legal ward, or child for whom the employee has assumed the responsibilities of parenthood or is standing *in loco parentis*.

Requesting Paid Sick and Safe Time/Documentation

Employees must, to the extent possible, make a good faith effort to provide advance notice of the need to use sick and safe time. An employee planning to use accrued sick and safe time must make reasonable efforts to avoid scheduling routine or preventive health care during regular work hours or provide notice as soon as practicable of the intent to take earned sick and safe time and the expected duration of the absence. To provide notice of the need to use paid sick and safe time, employees should contact their DAHL representative by email and specify that they are using earned sick and safe time.

The Company may require employees to provide reasonable proof that they used sick and safe time for an allowable purpose.

Rate of Pay

Sick and safe time is paid based on the employee's normal hourly wage rate or the state's minimum wage, whichever is greater.

Leave Carryover

Accrued, unused paid sick and safe time may be carried over from year to year, up to a maximum carryover amount of 24 hours for the period of January 1, 2017 – December 31, 2018 and a maximum carryover amount of 40 hours per anniversary year. At the end of the anniversary year, any unused sick and safe leave above the maximum accrual amount will be forfeited.

The Company does not offer pay in lieu of actual sick and safe time.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for issues related to domestic violence under certain federal, state and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or municipal 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, state and municipal medical or family leave rights.

Separation from Employment

Compensation for accrued and unused paid sick and safe time is not provided upon separation from employment for any reason. If an employee is rehired, previously unused paid sick and safe leave will not be reinstated. For rehired employees, the previous period of service will count towards the employee's one-year waiting period only if the employee was discharged by the Company after completing the one-year waiting period and is rehired within 12 months after the discharge. If the employee voluntarily terminated his or her employment with the Company, his or her previous service will not count toward the one-year waiting period.

Retaliation

The Company will not retaliate or tolerate retaliation against any employee because the employee lodges a complaint of a violation of the VESTL or cooperates with the state labor department in an investigation of a violation.

Military Leave

In addition to the rights set forth in the National Handbook, employees who are qualified members of the reserve components of the U.S. Armed Forces, the Ready Reserve, or an organized unit of the Vermont National Guard or National Guard of another state are entitled to an unpaid leave of absence from work for the purpose of engaging in military drills, training or other temporary duty pursuant to state or federal military orders. Upon completion of the military drill, training or other temporary duty, employees (other than

temporary employees) will be reinstated without loss of status, accrued seniority or benefits. Covered employees who are called to state or federal service will receive the same benefits, privileges and protections under this policy, regardless of the activation authority or location of service.

Additionally, employees who are members of Vermont's National Guard or the National Guard of another state, and who are ordered to active duty service are entitled to the rights, privileges, benefits and protections provided to servicemembers under federal law. For the first 30 days of a National Guard member's absence for active duty, the Company will continue to provide health insurance under the same terms and conditions, including continuing payment of any company contributions toward insurance premiums and cost-sharing. For a covered absence lasting longer than 30 days, the servicemember can continue health insurance benefits, with the state of Vermont assuming responsibility for payment of the Company's share of the premiums and cost-sharing.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summon 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 who are absent from work to serve as a juror will be considered to be in the service of the Company during the time off for purposes of determining seniority, fringe benefits, credit towards vacation and other rights and benefits of employment.

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.

Crime Victim Leave

Leave to Testify in Legal Proceedings

An employee may be eligible to take time off from work to honor a subpoena to testify in a legal proceeding, if they are a victim of a crime or family member or representative of a victim. For purposes of this policy, a "victim" means a person who sustained physical, emotional or financial injury or who died as a direct result of the commission or attempted commission of a crime or act of delinquency, as well as the family members of a minor, a person who has been found to be incompetent or a homicide victim. Also for purposes of this policy, a "family member" includes a spouse, child, sibling, parent, next of kin, domestic partner or legal guardian of a victim.

The Company will not terminate or otherwise discipline eligible employees for taking time off under this policy.

Time off under this policy will be without pay, except that exempt employees will be paid in accordance with applicable law.

Leave to Attend a Deposition or Court Proceeding

Eligible employees will be allowed time off from work for the purpose of attending a deposition or court proceeding related to:

- A criminal proceeding, when the employee is an alleged victim and has a right or obligation to appear at the proceeding;
- A relief from abuse hearing, when the employee seeks the order as plaintiff;
- A hearing concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff; or
- A relief from abuse, neglect or exploitation hearing when the employee is the plaintiff.

For purposes of this policy, an “alleged victim” means a person who is alleged in an affidavit filed by a law enforcement official with a prosecuting attorney of competent state or federal jurisdiction to have sustained physical, emotional, or financial injury or death as a direct result of the commission or attempted commission of a crime or act of delinquency. “Alleged victim” also includes that person’s family member, if the person is a minor, a person who has been found to be incompetent or a homicide victim. The “family member” of an alleged victim means an individual who is not identified in the affidavit as the defendant and is the alleged victim’s child (including a foster child, stepchild or legal ward who lives with the alleged victim), spouse, domestic partner, civil union partner, sibling, grandparent, grandchild, parent, parent of the alleged victim’s spouse, domestic partner or civil union partner, legal guardian or an individual for whom the alleged victim stands in loco parentis or who stood in loco parentis for the alleged victim when the alleged victim was a child.

Employees are eligible for leave if the Company has continuously employed them for a period of six months for an average of at least 20 hours per week.

Employees are not eligible for leave if, prior to requesting the leave, they received, or provided, notice of termination of their employment with the Company.

Leave under this policy will be in addition to and not run concurrently with leave under the Vermont Parental and Family Leave Act. For additional information, see the Parental and Family Leave policy included in this Vermont supplement.

Leave for a crime victim to attend a deposition or court proceeding is generally unpaid, except that exempt employees will be paid when required under applicable law and all

employees may elect to use any accrued sick leave, vacation or other accrued paid leave. Use of accrued paid leave does not extend the length of leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Upon return from leave, employees will be offered the same or a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if during the leave, the employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave.

Legislative Leave

The Company will grant a temporary leave of absence for an employee who is a member of the state general assembly and needs time off to perform an official duty. Time off under this policy will be unpaid. A leave of absence under this policy will not result in loss of the employee's job status, seniority or benefits.

An employee who intends to seek election to the general assembly must notify the Company in writing of their intention to do so within 10 days of filing a primary election nomination petition or taking other action to place their name on the ballot. An employee who fails to provide this notice will waive their rights under this policy.

Town Meeting Leave

Employees may take leave without pay for the purpose of attending their annual town meeting, so long as the absence does not conflict with essential company operations. Any employee who intends to take such leave must notify the Company in writing at least seven days prior to the date of the town meeting.

Flexible Working Arrangements

Employees may request a flexible work arrangement, which is an intermediate or long-term change in the employee's regular working arrangements, such as: changes in the number of days or hours worked, changes in the time an employee arrives at or departs from work, working from home, or job-sharing. Employees are entitled to make two such requests in a calendar year.

If an employee makes a request for a flexible work arrangement, the Company will discuss the request with the employee. Both the Company and the employee can propose alternative arrangements.

Although the Company will consider all requests for flexible work arrangements made in accordance with this policy, it cannot grant requests for flexible work arrangements that

are inconsistent with the company's business operations or legal or contractual obligations.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking, including the use of electronic cigarettes, in the workplace. Employees wishing to smoke must do so outside company facilities during scheduled work breaks. Employees wishing to smoke outside company facilities should do so away from doorways, windows and building air supply intakes through which smoke could enter the building.

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 Vermont law or this policy.

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

Cell Phone Use / Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that creating, sending or reviewing text messages while driving on a highway is a violation of Vermont law, in addition to being a violation of company policy.