

DAHL

IT'S THE PEOPLE.

WASHINGTON 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 Littler Mendelson attorneys or other experienced labor counsel. Littler's 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 Washington Supplement

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

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

The Washington 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 to compliance with federal antidiscrimination laws. We also comply with Washington law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits historically associated or perceived to be associated with race, such as hair texture and protective hairstyles (e.g., afros, braids, locks and twists)), creed, color, religion, sex, marital status, sexual orientation (including gender identity and expression), pregnancy (including a woman’s potential to get pregnant, pregnancy-related conditions and childbearing), age (40 and over), national origin or ancestry, physical, mental or sensory disability (including the use of a trained dog guide or service animal), military status or status as an honorably discharged veteran, HIV/AIDS or hepatitis C status, status as an actual or perceived victim of domestic violence, sexual assault or stalking and genetic information. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by applicable federal, state or local law. The Company also prohibits unlawful discrimination on the basis of citizenship or immigration status.

Safety Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking

The Company will make reasonable safety accommodations for employees who are the actual or threatened victim of domestic violence, sexual assault or stalking and request that the Company accommodate their safety while at work, unless providing the accommodation would impose an undue hardship on the Company's business operations.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work email address; change in work station; installed locks; implemented safety procedures or other adjustment to job structure, workplace facilities or work requirements in response to actual or threatened domestic violence, sexual assault or stalking.

The Company may require verification that the employee or family member is a victim of domestic violence, sexual assault or stalking and that the requested accommodation is for the purpose of protecting the employee from domestic violence, sexual assault or stalking. Verification may be provided by the employee's written statement confirming these facts or by other appropriate documentation, such as a police report or court order, and must be provided in a timely manner.

Employees will not be required to provide additional information beyond this required verification, or information that would compromise their safety or the safety of their family members. The Company will maintain the confidentiality of all information employees provide regarding their request for a safety accommodation, including the fact that the employee or a family member is a victim and any written or oral statements, documentation or evidence provided by the employee in support of the accommodation request. The Company will not disclose such information unless requested or consented to by the employee, ordered by a court or administrative agency or otherwise required by applicable federal or state law.

Employees may also be entitled to a leave of absence under the company's Domestic Violence, Sexual Assault or Stalking Victim Leave policy and should consult that policy and/or their DAHL representative for additional information.

The Company will not terminate, threaten to terminate, demote or otherwise discriminate or retaliate against an employee because the employee requests or uses an accommodation in accordance with this policy, files or communicates to the Company an intent to file a complaint alleging a violation of Washington's law on reasonable safety accommodations for domestic violence victims or participates or assists in another employee's attempt to exercise rights under that law.

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

Pregnancy and Lactation Accommodation

Employees may request a reasonable accommodation for their pregnancy and pregnancy-related health conditions, including the need to express breast milk. The Company will provide reasonable accommodations to requesting employees unless doing so would impose an undue hardship on the Company's business, consistent with Washington law.

Under this policy, reasonable accommodations include: providing more frequent, longer or flexible restroom breaks; modifying a no food or drink policy; job restructuring, part-time or modified work schedules, or reassignment to a vacant position; acquiring or modifying equipment, devices, or an employee's work station; providing seating or allowing the employee to sit more frequently if her job requires her to stand; providing for a temporary transfer to a less strenuous or less hazardous position; providing assistance with manual labor and limits on lifting; scheduling flexibility for prenatal visits; and any further pregnancy accommodation an employee may request, which the Company will give reasonable consideration in consultation with information provided on pregnancy accommodation by the department of labor and industries or the employee's attending health care provider, as applicable.

Reasonable accommodations also include reasonable break time for an employee to express breast milk for up to two years after the child's birth. The Company will provide a private location, other than a bathroom, and reasonable break time each time the employee has a need to express milk.

Unless the Company does so or would do so for other classes of employees who need accommodation, accommodation under this policy does not include creating additional employment that the Company would not otherwise have created or discharging any employee, transferring any employee with more seniority, or promoting any employee who is not qualified to perform the job.

The Company may request that an employee seeking an accommodation under this policy provide written certification from her treating health care professional regarding the need for accommodation, except that the Company will not request written certification for the following accommodations: (1) providing more frequent, longer or flexible restroom breaks; (2) modifying a no food or drink policy; (3) providing seating or allowing the employee to sit more frequently if her job requires her to stand; (4) limits on lifting over 17 pounds; or (5) reasonable break time and a private location to express breast milk.

The Company will not discriminate or retaliate against employees who request, decline, or use an accommodation under this policy. In addition, the Company will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy.

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

Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing his or her wages or the wages of another employee or from asking the Company to provide a reason for the employee's wages and/or lack of opportunity for advancement. The Company also will not retaliate against any employee because the employee aids or encourages another employee to exercise their rights to discuss or disclose wage information.

Employees are not required to disclose their wages.

This policy does not apply to disclosure of other employees' wage information by employees 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. Company representatives may disclose employees' wages in response to a complaint or charge, in furtherance of an investigation or when otherwise consistent with the Company's legal duty to provide information.

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Upon request, employees will be allowed to inspect their personnel files at least one time per year. Employees who wish to review their personnel files should contact their DAHL representative. Employees will be allowed access to their file locally and within a reasonable period of time.

For purposes of this policy, a personnel file does not include records relating to an investigation of a possible criminal offense or certain records compiled in preparation for an upcoming or ongoing lawsuit.

At least once per year, employees may request that the Company review their personnel file for irrelevant or erroneous information and remove or correct such information. If the Company and the employee cannot agree regarding removal of information, the employee may place a statement of rebuttal or correction in the file.

Former employees can rebut or correct information in their personnel file for up to two years following their separation from employment.

PAY PRACTICES

Meal and Rest Breaks

Meal Breaks

Nonexempt employees working more than five hours in a shift will be provided a meal break of at least 30 minutes. The meal break must be taken between the second and

the fifth hour of work. An additional meal break will be provided for each additional five hours of work and will be given within five hours from the end of the first meal break. Nonexempt employees who work three or more hours longer than the normally scheduled shift will be provided at least one 30-minute meal break before or during that extra work time.

Uninterrupted meal breaks of at least 30 minutes, during which the employee is completely relieved from duty, are unpaid. Because meal breaks are unpaid, employees must record their start and stop times. Meal breaks may be voluntarily waived by an employee. Any such waiver may be revoked by the employee or the Company. An employee who is required to work through some or all of a 30-minute meal break or whose 30-minute meal break is interrupted should report it to their DAHL representative. If an employee does not report a missed or interrupted meal break, the Company will assume the employee voluntarily waived the meal break.

Rest Breaks

Nonexempt employees must take a 10-minute paid rest break for every four hours worked and must not work more than three consecutive hours without a paid 10-minute rest break. A rest break taken in a 10-minute block must be scheduled as near as possible to the midpoint of the work period. An employee's paid rest breaks do not have to be scheduled in 10-minute blocks if the nature of the work allows the employee to take shorter, intermittent rest breaks totaling 10 minutes for every four hours worked. An employee may not waive a paid rest break.

Any employee who does not receive a rest break in accordance with this policy should report it to their DAHL representative. If an employee does not report a missed rest break, the Company will assume the employee took his or her rest breaks as required by this policy.

Responsibilities

Employees are expected to take their meal and rest breaks and management is expected to ensure that employees take meal and rest breaks in accordance with this policy. Supervisors may not pressure or coerce employees to work through their meal or rest breaks. Any employee who feels they have been pressured or coerced into working through a meal or rest break should immediately report the situation to their DAHL representative.

Any employee, supervisor or manager who fails to observe the applicable guidelines in this policy will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to their DAHL representative. Every report will be fully investigated, and corrective action will be taken when appropriate. The Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports.

Meal and Rest Breaks for Minors

Employees Under 16

Employees who are 14 or 15 years of age will be allowed a 10-minute paid rest break for every two hours worked, in addition to their meal break. Employees who are 14 or 15 years of age will also not be permitted to work more than four hours without an uninterrupted 30-minute meal break. When 14- or 15-year-old employees work four or more hours, they will not be required to work more than two hours without being given either a 10-minute rest break or a 30-minute meal break.

During the meal break, employees will be relieved of all duties. The 30-minute meal break will be unpaid for nonexempt employees

Employees Age 16 or 17

Employees who are 16 or 17 years of age will be allowed at least one 10-minute paid rest break for every four hours worked, to be taken as near as possible to the midpoint of the work period. Employees age 16 or 17 will not be required to work more than five consecutive hours without a 30-minute meal break, which must be taken no less than two hours, but no more than five hours, from the beginning of the work shift. During the meal break, employees will be relieved of all duties. The 30-minute meal break will be unpaid for nonexempt employees.

Employees who are 16 or 17 years old will not be required to work more than three hours without being given a meal or rest break.

All nonexempt employees must record their meal breaks.

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

TIME OFF AND LEAVES OF ABSENCE

Washington Paid Family and Medical Leave

In accordance with the Washington Paid Family and Medical Leave Act (“WA PFMLA”), eligible employees may be entitled to a leave of absence with partial wage replacement benefits from the State of Washington Employment Security Department (“Department”) for absences due to their own serious health condition, or to care for a family member with a serious health condition, bond with a new child, or assist with obligations that arise when a family member is called into active military service.

Employee Eligibility

Employees are eligible for WA PFMLA leave and partial wage replacement benefits if they meet the eligibility requirements as determined by the Department. Generally, this means that employees must have worked 820 hours in “employment” (as defined by the WA PFMLA), for any employer in Washington State, during the qualifying period (*i.e.*, first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the application for leave).

Reasons for and Length of Leave

During a benefit year, eligible employees may be entitled to:

- Up to a maximum of 12 weeks of paid family leave to: (1) participate in providing care for a “family member” of the employee made necessary by the family member’s serious health condition; (2) bond with the employee’s child during the first 12 months following the child’s birth, or the first 12 months after the placement of a child under the age of 18 with the employee for adoption or foster care; or (3) attend to a “qualifying exigency,” as defined under the federal Family and Medical Leave Act (“FMLA”), arising from the “covered active duty” (as defined below) of an employee’s family member as a member of the military reserves, National Guard, or Armed Forces. Paid family leave can also be used during the seven calendar days following the death of the family member for whom the employee would have qualified for medical leave on the basis of the birth of the employee’s child or would have qualified for family leave for the purpose of bonding with a child following the child’s birth or placement.
- Up to a maximum of 12 weeks of paid medical leave to attend to their own serious health condition. Medical leave may be extended up to an additional two weeks (up to 14 weeks of medical leave) if the employee experiences a pregnancy-related serious health condition that results in incapacity.

An eligible employee may receive up to a combined total of 16 weeks of medical and family leave, or up to a combined total of 18 weeks if the employee experiences a pregnancy-related condition that results in incapacity. For employees who are eligible for leave based upon incapacity due to pregnancy or for prenatal care, leave taken during the first six weeks after birth (the “postnatal period”) will be presumed to be paid medical leave, unless the employee chooses to use paid family leave during that postnatal period.

An employee is not entitled to WA PFMLA benefits for (a) absences caused by the employee’s willful intent to bring about injury to or sickness of the employee or another; (b) absences resulting from an injury or sickness sustained in the employee’s perpetration of an illegal act; (c) any family or medical leave beginning before the employee is eligible for such benefits; (d) a period during which the employee is on

suspension from employment; or (d) any period of time during which the employee works for remuneration or profit.

Definitions

- **“Benefit year”** means a period of 52 consecutive calendar weeks beginning on Sunday of the week of the employee’s timely and complete application to the Department. Employees will only have one “Benefit Year” at a time.
- **“Child”** means a biological, adopted, or foster child, a stepchild, a child’s spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age (except for bonding leave) or dependency status.
- **“Covered Active Duty”** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **“Family Member”** means the employee’s spouse or state registered domestic partner, child, parent, grandparent, grandchild, or sibling. “Family member” also includes any individual who depends on the employee for care and either: (1) regularly resides in the employee’s home; or (2) is in a relationship that creates an expectation that the employee will care for the person. “Family member” does not include an individual who simply resides in the same home as the employee with no expectation that the employee care for them.
- **“Grandchild”** means a child of the employee’s child.
- **“Grandparent”** means a parent of the employee’s parent.
- **“Parent”** means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or state registered domestic partner, or an individual who stood in loco parentis to an employee when the employee was a child.

Wage Replacement Benefits

Eligible employees may receive WA PFMLA wage replacement benefits from the Department. Wage replacement benefits are determined and administered by the Department, not the Company. The amount of wage replacement benefits is calculated based upon an employee’s average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that is adjusted annually. When taking WA PFMLA for reasons other than family leave for a qualifying exigency, medical leave taken upon the birth of a child or family leave taken for bonding after the

birth or placement of the employee's child, payment of wage replacement benefits is subject to a waiting period of seven consecutive calendar days. The waiting period begins on the Sunday of the first week an eligible employee starts taking paid family or medical leave. A waiting period does not reduce the maximum duration of an employee's available paid family or medical leave. Employees may use available sick leave during the waiting period.

The minimum claim duration is eight consecutive hours of leave meaning the employee claims at least eight consecutive hours at some point during the week beginning on Sunday at 12:00 a.m. and ending at 11:59 p.m. the following Saturday.

In any week in which an employee is eligible to receive benefits under federal or state unemployment compensation, industrial insurance, or disability insurance laws, the employee may be disqualified from receiving WA PFMLA wage replacement benefits.

Intermittent and Reduced Schedule Leave

Employees may take WA PFMLA leave intermittently, which means taking leave in blocks of time, or on a reduced schedule basis, by reducing the employee's normal weekly or daily work schedule.

Payroll Deductions

WA PFMLA benefits are funded by both a Company contribution (if the Company has 50 or more employees in "employment" in Washington State) and an employee contribution.

Requesting Leave

Employees must file an application for WA PFMLA benefits directly with the Department using the Department's forms.

Employees must also provide advance notice to the Company as follows:

- When the need for WA PFMLA leave is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition, the employee must provide written notice to the Company at least 30 days in advance.
- When 30 days' notice is not possible, such as because of a lack of knowledge of approximately when WA PFMLA leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide written notice to the Company as soon as practicable.
- When the need for WA PFMLA leave due to a qualifying military exigency is foreseeable, the employee must provide written notice to the Company as soon as is practicable, regardless of how far in advance such leave is foreseeable.

- When the need for leave is not foreseeable, the employee must provide written notice to the Company as soon as is practicable under the facts and circumstances of the particular situation. If the employee is unable to provide notice personally, written notice may be given by another responsible party, such as the employee's spouse or domestic partner, neighbor, or coworker.

"As soon as is practicable" means as soon as it is both possible and practical to provide notice, taking into account all of the facts and circumstances in the individual situation.

Written notice should be provided to the DAHL Contact through email and specify the anticipated timing and duration of the leave. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text messages and email. Failure to provide timely notice may result in the Department denying WA PFMLA benefits.

Employees must advise the Company as soon as practicable if the dates of a scheduled WA PFMLA leave change or are extended, or if the dates of leave were initially unknown.

Employees applying for WA PFMLA benefits must provide the Department supporting documentation or certification as required by the Department.

When using WA PFMLA concurrently with FMLA, employees must comply with the notice and certification requirements the Company's FMLA policy.

Employees must make a reasonable effort to schedule treatment in a manner that does not unduly disrupt the Company's operations, subject to the approval of the employee's or family member's health care provider.

Whenever an employee who is qualified for WA PFMLA benefits is absent from work for family leave or medical leave for a period of more than seven consecutive days, the Company will provide the employee with a written statement of the employee's rights. The notice will be provided to the employee within five business days after the employee's seventh consecutive day of absence due to family or medical leave, or within five business days after the Company has received notice that the employee's absence is for such reasons, whichever is later.

Health Benefits

To the extent required by applicable law, if an employee takes WA PFMLA and there is at least one day of concurrent use with FMLA, the Company will continue making contributions to employee group health benefits during the WA PFMLA leave on the same terms as if the employee had continued to actively work. The Company will maintain health benefits from the date WA PFMLA began until the earlier of when WA PFMLA ends or the employee returns from leave to any employment.

If employees want their benefits coverage to continue during the WA PFMLA leave, they must also continue to make the same premium payments that they are normally

required to make for themselves or their dependents. Failure to make timely payments may result in termination of health insurance coverage.

Effect on Other Rights and Paid Leave

When both the FMLA and the WA PFMLA apply, the leave provided by each will count against the employee's entitlement under both laws, and leave taken under the FMLA will run concurrently with leave taken under the WA PFMLA.

WA PFMLA is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth. When an employee takes leave for pregnancy disability under both the WA PFMLA and Pregnancy Disability Leave, the two leaves will run concurrently, but an employee's WA PFMLA entitlement or eligibility does not limit the amount of Pregnancy Disability Leave to which the employee may be entitled. For more information, please see: <https://oasis.posteraudit.com/washington/>.

The Company will not require employees to take paid vacation, paid sick leave, or other forms of paid time off provided by the Company before, in place of, or concurrently with WA PFMLA. An employee may choose whether to take Company-provided paid time off provided under a collective bargaining agreement or Company policy. However, an employee may not use more supplemental benefits than will be required to provide the employee with a total of 100% of their pay for the absence (except that an employee may use any available paid sick leave as provided for by applicable law). As such Company-provided paid time off will not be a supplemental benefit to WA PFMLA and may impact the amount of WA PFMLA benefits that the employee will receive from the Department.

Return from Leave

Employees who return to work as scheduled at the end of WA PFMLA will be reinstated to the same position they held at the time the leave commenced, or to an equivalent position with comparable benefits, pay, and other terms and conditions of employment, under the following circumstances:

- The Company has 50 or more employees in "employment" (as defined by the WA PFMLA).
- The employee is in "employment" in Washington State (as defined by the WA PFMLA).
- The employee has been employed by the Company for twelve months or more.
- The employee has worked for the Company for at least 1,250 hours during the twelve months immediately preceding the date on which leave will commence.

For employees who do not meet the requirements for job reinstatement under the WA PFMLA, reinstatement is not guaranteed. Other laws that provide for reinstatement may apply, and the Company will comply with all applicable reinstatement requirements

The Company may deny restoration to any salaried employee who is among the highest paid ten percent of the employees employed by the Company within 75 miles of the facility at which the employee is employed if:

- Denial is necessary to prevent substantial and grievous economic injury to the operations of the Company;
- The Company notifies the employee of its intent to deny restoration on such basis at the time the Company determines that the injury would occur; and
- The leave has commenced and the employee elects not to return to employment after receiving the notice.

Protected Rights

The Company takes its WA PFMLA obligations very seriously and will not interfere with, restrain or deny the exercise of any right protected under the WA PFMLA. The Company will not discriminate or retaliate against any employee because that person uses or attempts to use WA PFMLA benefits. Employees who believe their WA PFMLA rights have been violated in any way should immediately report the matter to their DAHL representative.

Employees may also contact their DAHL representative with questions regarding WA PFMLA benefits.

Family Military Leave

Employees who work 20 or more hours per week and have a spouse (including same-sex spouses and state-registered domestic partners) who is a member of the state military or the armed forces of the United States, National Guard or reserves may take family military leave if, during a period of military conflict, the employee's spouse is notified of an impending call or order to active duty or is deployed.

Eligible employees will be allowed up to 15 days of leave per deployment, to be taken after the employee's spouse has been notified of an impending call or order to active duty and before deployment or when the spouse is on leave from deployment. Employees may not use leave after the deployment has ended. Employees are not required to use leave on a day when they are not scheduled to work. In addition, employees may split their 15 day leave between different periods of time (pre-deployment or while the servicemember is on leave during deployment). The total number of days of leave however, cannot exceed 15 days per deployment.

Employees must give the Company advance notice of the intent to take leave within five business days of receiving official notice of the impending call or order to active duty, or

of the spouse's leave from deployment. Employees may use any available accrued paid leave or take the leave as unpaid time off. Employees will be allowed to continue available group health benefits at their own expense.

Upon return from leave, employees will be restored to their prior position.

Employees should contact their DAHL representative if they have any questions about this policy.

Military Leave

Uniformed Services

In addition to the military leave rights set forth in the National Handbook, regular full- and part-time (i.e., nontemporary) Washington employees who are members of the uniformed services, including the United States armed forces, reserves, National Guard, commissioned corps of the Public Health Service, Coast Guard and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

- Active duty;
- Active and inactive duty for training;
- Initial active duty for training;
- Full-time National Guard duty; and
- Examination to determine fitness to perform any of these duties.

Employees must notify their supervisor of membership in the uniformed services within a reasonable time upon accepting employment or becoming a member of the uniformed services.

Time off under this policy is without pay. Employees will be considered as having been on furlough or a leave of absence during the leave and will be entitled to participate in insurance or other benefits offered by the Company in accordance with the established rules and practices regarding employee leaves of absence in effect at the time the employee is ordered to service.

The Company will reemploy employees returning from military leave unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for the Company or the position the individual held before leaving to serve was temporary. Unless one of these exceptions applies, the Company will reinstate employees, provided that the:

- Leave does not exceed four years, unless a period of additional service is imposed by law;

- Employee provides proper notice of the intent to return to employment with the Company; and
- Employee provides a receipt of an honorable discharge, report of separation, certificate of satisfactory service or other proof of having satisfactorily completed service.

Employees must notify the Company of their intent to return to employment following military service in accordance with the following timing requirements:

- For individuals whose period of service was fewer than 31 days, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight-hour period;
- For individuals whose period of service was more than 30 but fewer than 181 days, not later than 14 days after completion of the period of service;
- For individuals whose period of service was for more than 180 days, not later than 90 days after the completion of the period of service; and
- For individuals hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, up to two years from the date of injury.

The Company may require documentation demonstrating that the employee has met advance notice requirements, has not exceeded the four-year leave limitation and has not been dishonorably discharged. However, the Company will not deny reemployment to an employee who fails to meet a documentation requirement if the failure occurs because such documentation does not exist or is not readily available at the time of the request. However, if documentation becomes available subsequent to reemployment that establishes that the requirements outlined above were not met, the Company may terminate employment and any benefits provided.

Unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so, employees returning from service will be reinstated to their prior position or a position of like seniority, status and pay, as long as they are still qualified to perform the duties of that position. If an employee is unable to perform the duties of his or her prior position due to a disability sustained during military service, but is qualified to perform the duties of another position, the Company will reinstate the employee to the other position with like seniority, status and pay (or the closest approximation) consistent with the employee's circumstances.

An employee who is returning from military leave with the United States armed forces will not be terminated without cause for one year following the date of reemployment.

State Organized Militia

Employees who are members of the state organized militia will be allowed a leave of absence of up to 12 weeks per calendar year when called to state-ordered active duty. When the Governor has declared a state of emergency necessitating a longer period of service, employees will be allowed up to 12 months of leave.

All employees who are members of the state organized militia and are called to active state service or inactive duty will be allowed to apply for job restoration, though reinstatement is only required for those whose military absence was under three months.

Pregnancy Disability Leave

Employees will be given a leave of absence for periods of sickness or temporary disability due to pregnancy or childbirth. Leave will be allowed for the entire period of pregnancy or childbirth-related disability and will be provided under the same terms and conditions as leave for other temporary disabilities.

The Company may require that a licensed health care provider certify the actual period of disability.

Pregnancy leave is for the period of disability *only*, and not for childrearing after the disability ends. Leave provided under this policy will be in addition to leave available, if applicable, under the Washington Paid Family and Medical Leave Act.

Upon return, an employee who takes leave in accordance with this policy will be reinstated to the same or a similar position with equal pay, unless the Company is unable to reinstate the employee for reasons related to business necessity.

Family Care Leave

In accordance with Washington's Family Care Act (WFCA), employees may use their choice of earned sick leave or other earned paid time off (e.g., vacation, PTO, personal days) to care for a child of the employee with a health condition that requires treatment or supervision or to care for a spouse, state-registered domestic partner, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition.

When using paid time off for these purposes, the employee must comply with those terms of the applicable leave policy that do not conflict with the WFCA.

For purposes of this policy, the following definitions apply:

- "Child"—a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in *loco parentis* who is: (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability;

- “Parent”—a biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child;
- A “health condition that requires treatment or supervision” (for which an employee may use paid leave to care for his or her child)—any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child’s safety or recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive health care that a parent must be present to authorize and when sick leave may otherwise be used for the employee’s preventive health care.
- A “serious health condition” (for which an employee may use paid leave to care for an adult family member)—an illness, injury, impairment or physical or mental condition that involves: (1) any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or (2) continuing treatment by or under the supervision of a health care provider or a provider of health care services and that includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).
- An “emergency condition” (for which an employee may use paid leave to care for an adult family member)—a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one’s health, which demands immediate action and is typically very short term in nature.

The Company may require certification or verification from a health care provider.

The Company will not terminate, demote, discipline or otherwise retaliate or discriminate against an employee for requesting or taking time off in accordance with this policy.

For further information or to request leave under this policy, contact a DAHL representative.

Parental Leave

Employees who are adoptive parents or stepparents at the time of birth or placement of a child under the age of six will be permitted to take parental leave under the same terms as leave provided to biological parents.

For further information or to request leave under this policy, contact a DAHL representative.

Civil Air Patrol Leave

Employees who are members of the Washington wing of the Civil Air Patrol may take time off, without pay, to provide services as part of an emergency service operation. For purposes of this policy, an “emergency service operation” refers to:

- A search and rescue mission designated by the air force rescue coordination center;
- Disaster relief, when requested by the Federal Emergency Management Agency (FEMA) or the Department of Homeland Security (DHS);
- Humanitarian services, when requested by the FEMA or DHS;
- United States air force support designated by the first air force; and
- Counterdrug missions.

Employees may be asked to provide verification that leave was taken for a purpose allowed under this policy.

Emergency Responder Leave

Employees who are volunteer firefighters or reserve officers will be allowed time off to respond to a fire alarm or an emergency. For purposes of this policy, a “volunteer firefighter” is a firefighter for purposes of the state's firefighters’ and reserve officers’ relief and retirement pensions law who voluntarily performs, regardless of reimbursement, any assigned or authorized duties on behalf of or at the direction of a firefighting or emergency response unit of a city, county, fire district, regional fire protection district, port district, or the state.

If an employee is at work when called to serve as a volunteer firefighter, they must notify the Company of their firefighter status and intent to serve as a volunteer in order to take leave. If the employee is not at work when called to serve, they will only be allowed leave if they have been ordered to remain at their position by the commanding authority at the fire scene.

Employees may be asked to provide verification that leave was taken for a purpose allowed under this policy.

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

Domestic Violence, Sexual Assault or Stalking Leave

Employees who are the victim of domestic violence, sexual assault or stalking, or whose family member is the victim of domestic violence, sexual assault or stalking, may take reasonable leave from work to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking;
- Attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking; or
- Participate in safety planning, temporarily or permanently relocate or take other actions to increase the employee's safety or the safety of the employee's family members from future domestic violence, sexual assault or stalking.

For purposes of this policy, a "family member" includes a child (including a biological, adopted, foster, or stepchild, legal ward or child for whom the employee stands in loco parentis, or in the place of a parent), spouse (including state-registered domestic partners and same-sex spouses), parent, parent-in-law, grandparent or person with whom the employee has a dating relationship.

When possible, employees must give the Company notice of their intention to take leave for these purposes at least three days in advance. When advance notice is not possible because of emergency or unforeseen circumstances due to domestic violence, sexual assault or stalking, an employee or someone on the employee's behalf must give notice no later than the end of the first day the employee takes leave.

The Company may require verification that the employee or family member is a victim of domestic violence, sexual assault or stalking and that the leave is being taken for one of the purposes described above. Verification may be provided by written statement confirming these facts or by other appropriate documentation, such as a police report or court order, and must be provided in a timely manner.

Employees will not be required to provide additional information beyond this required verification, or information that would compromise the safety of the employee or his or her family member. Except as otherwise required or permitted by law, the Company will maintain the confidentiality of all information employees provide regarding this leave, including the fact that the employee or a family member is a victim or that the employee has requested leave for these purposes.

When taking leave under this policy, an employee may choose to use any available paid leave, including sick leave. Otherwise, leave will be unpaid. Leave may be taken intermittently, on a reduced work schedule or in a single block of time, as the circumstances warrant. During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

The leave must be reasonable in duration, which will be determined by management and the affected employee, based upon the circumstances.

Upon return from leave under this policy, an employee will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

The Company will not terminate, threaten to terminate, demote or otherwise discriminate or retaliate against an employee because the employee requests or takes leave in accordance with this policy, files or expresses an intent to file a complaint alleging a violation of Washington's law on leave for domestic violence victims or participates or assists in another employee's attempt to exercise rights under that law. Employees may also be entitled to a reasonable accommodation under the Company's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy and/or their DAHL representative for additional information.

Jury 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 or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, harassed or denied promotional opportunities 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.

Paid Sick and Safe Leave (Washington)

The Company provides paid sick and safe leave to eligible employees in compliance with Washington State's paid sick and safe leave law (PSSLL). If a Washington employee works in Seattle or Tacoma, the Company will comply with all applicable requirements of the paid sick leave ordinances of those cities that are more favorable to employees.

Eligibility

All employees (including full-time, part-time and temporary employees) who work in Washington are eligible to accrue paid sick and safe leave, except for employees who do not meet the definition of "employee" under the Washington Minimum Wage Act, such as employees employed in executive, administrative, professional and outside sales capacities.

Accrual and Use of Paid Sick and Safe Leave

Eligible employees begin to accrue paid sick and safe leave on January 1, 2018, or upon the first day of employment, whichever is later.

Paid sick and safe leave accrues at a rate of one hour for every 40 hours worked, including overtime hours.

Employees will not accrue paid sick and safe leave while using paid sick and safe leave or other paid time off. Employees also will not accrue paid sick and safe leave during an unpaid leave of absence.

Employees may begin to use their accrued paid sick and safe leave on the 90th calendar day after they begin working for the Company. Employees can use paid sick and safe leave for an absence on any day for which they were required to work.

Paid sick and safe leave may be used in increments of one hour or greater to cover all or just part of a workday.

Employees are not required to find an employee to cover their work when they take paid sick and safe leave. Paid sick and safe leave taken in accordance with this policy will not be counted as an absence or occurrence that may result in discipline under any Company policy.

Reasons Sick and Safe Leave May be Used

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

- Because of the employee's or the employee's family member's mental or physical illness, injury or health condition;

- For the diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury or health condition;
- For preventive medical care for the employee or the employee's family member;
- 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 for a health-related reason (i.e., a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin or hazardous material; a closure for inclement weather is not a health-related reason);
- Absences that qualify for leave under the state's domestic violence leave law due to an incident of domestic violence, sexual assault or stalking of the employee or the employee's family member to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family members;
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking;
 - Attend to health care treatment for a victim who is the employee's family member;
 - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking; or
 - Participate in safety planning, temporarily or permanently relocate or take other actions to increase the employee's safety or the safety of the employee's family members from future domestic violence, sexual assault or stalking.

Eligible family members include:

- A spouse or registered domestic partner;
- A biological, adopted or foster child; stepchild; legal ward; or child to whom the employee stands in *loco parentis*, is a legal guardian, or is a de facto parent, regardless of age or dependency status;

- A biological, adoptive, de facto or foster parent, stepparent or legal guardian of the employee or employee's spouse or registered domestic partner; or a person who stood in *loco parentis* when the employee was a minor child;
- A sibling;
- A grandparent; or
- A grandchild.

For absences related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, "family member" also includes an individual with whom the employee has a dating relationship.

Requesting Paid Sick and Safe Leave/Documentation

When the need for paid sick and safe leave is foreseeable, employees must provide reasonable advance notice to their DAHL representative. The employee should provide notice as soon as practicable and must provide notice at least 10 calendar days before the date sick or safe leave will begin. If the need for paid sick and safe leave is unforeseeable, employees must provide notice to their DAHL representative of the need to use the time as soon as practicable. In all circumstances, employees should specify that the requested time off is for sick or safe leave reasons (as opposed to, for example, vacation time), so that the absence may be designated accordingly.

If it is impracticable for an employee to provide notice of the need for sick and safe leave, another person can provide notice on the employee's behalf.

For absences exceeding three consecutive days (for all or a portion of the time that an employee is required to work), the Company may require employees to provide verification that their use of paid sick and safe leave is for an authorized purpose. Employees must submit any required documentation within ten calendar days following the first day of paid sick and safe leave. For employees using paid sick and safe leave related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, employees must provide the requested verification in a timely manner after the Company requests it. If an employee anticipates that providing required documentation will create an unreasonable burden, the employee can provide an oral or written explanation to the Company, which asserts that the use of paid sick and safe leave was for an authorized purpose and explains why the requested verification creates an unreasonable burden or expense for the employee. Within ten calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

Rate of Pay for Sick and Safe Leave/Overtime

Sick and safe leave will be paid at the employee's regular and normal rate of pay at the time the employee uses the leave, or at minimum wage, whichever is greater.

[Optional: The regular and normal rate of pay does not include tips, gratuities, service charges or other premium pay.] Employees will not receive overtime pay for sick and safe leave.

Carryover

Accrued but unused paid sick and safe leave will carry over from one **employment year** to the next, up to a maximum of 40 hours.

Separation From Employment

Compensation for accrued and unused sick and safe leave is not provided upon separation from employment for any reason. If an employee is rehired by the Company within 12 months of separation from employment, previously accrued but unused sick and safe leave will immediately be reinstated and the previous period of employment will be counted for purposes of determining the employee's eligibility to use paid sick and safe leave. If the employee is being rehired during the calendar year following the year in which his or her employment ended, the amount of reinstated paid sick and safe leave will be capped at a maximum of 40 hours. Upon rehire, the Company will provide notification to the employee of the amount of accrued, unused paid sick and safe leave available for use by the employee.

Confidentiality

The Company will keep confidential the medical or other personal information about an employee or employee's covered family member and treat such information in accordance with applicable privacy laws.

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 domestic violence, medical or family leave rights.

No Discrimination or Retaliation

The Company will not interfere with, restrain or deny an employee's rights under the PSSLL and will not discriminate or retaliate against an employee because they exercise those rights. The Company also will not discriminate or retaliate against an employee

who files an action or otherwise institutes a proceeding under or related to the PSSLL or who testifies or intends to testify in any such proceeding related to any protected rights under the PSSLL.

Paid Sick and Safe Time (Seattle)

The Company provides eligible employees who perform work in Seattle with paid sick and safe leave ("Sick Time" and "Safe Time," collectively "Sick and Safe Time") in accordance with the requirements of the Seattle Paid Sick and Safe Time Ordinance (SPSSTO). The Company also complies with Washington's Paid Sick and Safe Leave Law (PSSLL) and will comply with all applicable requirements of the PSSLL that are more favorable to employees.

Eligibility

All exempt, nonexempt, full-time, part-time, temporary and work study employees, as well as paid interns, who perform work within the geographic boundaries of Seattle city limits are eligible for Sick and Safe Time under this policy.

Employees who are based outside of Seattle but who work inside the City limits on an occasional, irregular basis ("Occasional Employees") are eligible for Sick and Safe Time once they have worked more than 240 hours in Seattle within a employment year. Once an Occasional Employee works more than 240 hours in a employment year all previous hours worked in Seattle during that year count toward the accrual of Sick and Safe Time, and the employee remains eligible to accrue Sick and Safe Time for the duration of his or her employment with the Company.

Employees who are based outside of Seattle but travel to and perform work in Seattle are required to track the time spent working within Seattle city limits by email to their DAHL representative.

Reasons Sick and Safe Time May Be Used

Employees may use accrued Sick and Safe Time for any of the following Sick Time reasons:

- The employee's mental or physical illness, injury or health condition; to allow an employee to obtain a medical diagnosis, care or treatment for the same; or for an employee's need for preventive medical care; or
- To allow an employee to care for a family member who: has a mental or physical illness, injury or health condition; needs to obtain a medical diagnosis, care or treatment for the same; or needs preventive medical care.

Employees may use accrued Sick and Safe Time for any of the following Safe Time reasons:

- The employee's place of business has been closed by order of a public official, for any health-related reason (i.e., a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin or hazardous material) (a closure for inclement weather is not a health-related reason);
- When the employee's family member's school or place of care has been closed; or
- The employee needs time off for any of the following reasons related to domestic violence, sexual assault or stalking:
 - Seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee's family or household members
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or attend to health care treatment for a victim who is the employee's family or household member;
 - Obtain, or assist a family or household member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
 - Obtain, or assist a family or household member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family or household member was a victim of domestic violence, sexual assault, or stalking;
 - Participate in safety planning;
 - Temporarily or permanently relocate; or
 - Take other actions to increase the safety of the employee or the employee's family or household members from future domestic violence, sexual assault or stalking.

For all uses of Sick and Safe Time, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling. "Parent" means a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. "Child" means a biological child, adopted child, foster child, step child, or a child to whom an employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status.

For use of Safe Time related to domestic violence, sexual assault or stalking, "family or household member" includes children, spouses, domestic partners, parents, parents-in-law, stepparents, stepchildren, grandparents, grandchildren; former spouses, former domestic partners, persons who have a child in common (regardless of whether they

have been married or lived together); any adult person related to the employee by blood or marriage and any person with whom the employee has a current or former dating or cohabitation relationship. A "parent" includes a biological or adoptive parent, or an individual who stood in loco parentis to an employee when the employee was a child.

Accrual and Use of Sick and Safe Time

Dahl Consulting is considered a Tier 2 employer under the SPSSTO. Accordingly, eligible employees accrue paid Sick and Safe Time at the rate of one hour per 40 hours worked. There is no cap on accrual of Sick and Safe Time under this policy.

Occasional Employees only accrue Sick and Safe Time under this policy for the hours that are worked in Seattle.

Nonexempt employees will accrue Sick and Safe Time on eligible hours worked, including overtime hours. Exempt employees' accrual of Sick and Safe Time will be based on a 40-hour workweek. If an exempt employee's normal workweek is less than 40 hours, the employee accrues Sick and Safe time based on the employee's normal workweek.

Eligible employees will begin accruing Sick and Safe Time upon the commencement of employment with the Company.

Each time wages are paid, the Company will provide employees with a written statement of Sick and Safe Time accrued since the last notice, Sick and Safe Time reduced since the last notice and any unused Sick and Safe Time available. The Company will provide this notice by employee's paystub.

Employees may begin using accrued Sick and Safe Time on the 90th calendar day after beginning their employment with the Company, or, for Occasional Employees, after working 240 hours in Seattle within a employment year. Occasional Employees may only use paid Sick and Safe Time under this policy during times that they are scheduled to perform work in Seattle.

The Company will allow nonexempt employees to use their Sick and Safe Time in increments of one hour. Exempt employees may use their Sick and Safe Time in increments of one hour and will not be charged Sick and Safe Time for absences of less than one hour.

Requesting Sick and Safe Time/Documentation

When possible, employees requesting to use Sick and Safe Time must include in their requests the expected duration of the absence. In all circumstances, employees should specify that they will be using Sick and Safe Time (rather than, for example, other time off, including unpaid time off), so that the absence can be designated accordingly.

Foreseeable Use

If the Sick and Safe Time is foreseeable, employees must provide the Company with a written request for Sick and Safe Time at least 10 days, or as early as possible, in advance of the date of use. The request must be written and may be transmitted electronically, including by e-mail. If the need for leave is foreseeable, employees must schedule the leave so as not to unduly disrupt the Company's operations.

Unforeseeable Use

If the need for paid leave is unforeseeable, employees must provide notice as soon as practicable. If the leave is needed for reasons related to domestic violence, sexual assault or stalking, an employee must provide notice by the end of the first day of absence.

Employees are not required to find an employee to cover their work when they take Sick and Safe Time. The Company will not count employees' use of Sick and Safe Time under this policy as an absence when evaluating absenteeism. Therefore, any such use of Sick and Safe Time will not count as an "occurrence" under any Company policy.

Verification of Absence

When employees use four or more consecutive workdays of Sick and Safe Time, the Company may require verification that the use of Sick and Safe Time is for an authorized purpose. Any required documentation must be provided within a reasonable time period during or after the leave, meaning no later than 10 days after the first day of Sick and Safe Time use. For employees using Sick and Safe Time related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, employees must provide the requested verification in a timely manner after the Company requests it.

If an employee anticipates that providing required verification will create an unreasonable burden or expense, the employee can provide a written or verbal explanation to the Company, which asserts that the use of Sick and Safe Time was for an authorized purpose and explains how compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner which does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

Compensation

Pay for Sick and Safe Time will be calculated based on the greater of the applicable minimum wage or the employee's normal hourly compensation at the time of the absence.

The Company does not pay employees for accrued, unused Sick and Safe Time at any time, including upon termination of employment.

Leave Carryover

Accrued sick and safe time may be carried over from year to year, up to a maximum carryover amount of 56 hours. If, at the end of the year, an employee has accrued more than 56 hours of Sick and Safe Time, the employee may carry over only 56 hours to the next year, and the remaining accrued Sick and Safe Time will be forfeited.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or for leave 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 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, state and municipal medical or family leave rights.

Confidentiality

The Company will keep confidential the fact that an employee's absence is for Sick and Safe Time and any information provided to the Company in support of a request for leave, including health information or the fact that the employee or employee's family member is a victim of domestic violence, sexual assault or stalking, except upon the employee's request or consent, or as otherwise required by applicable law.

Separation from Employment and Transfer

Compensation for accrued and unused paid Sick and Safe Time is not provided upon separation from employment for any reason.

Former employees who are rehired within 12 months of their separation from employment will have previously unused Sick and Safe Time reinstated, and the hours they worked during the previous period of employment will be counted for purposes of determining eligibility to accrue and use Sick and Safe Time. If the period of time an employee is separated from employment extends into a subsequent employment year, the amount of accrued but unused Sick and Safe Time reinstated will be capped at 56 hours. Upon rehire, the Company will provide notification to the employee of the amount of accrued, unused Sick and Safe Time available for use by the employee.

Employees who transfer from their position in Seattle to a separate Company division, entity, or location outside of Seattle, but are later transferred back to working in Seattle for the Company will retain their previously available accrued Sick and Safe Time.

Retaliation

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy or inquire about their rights under the SPSSTO, inform others of rights under the SPSSTO, make a complaint in good faith, even if mistaken, about suspected violations of this policy or of the SPSSTO, testify in a proceeding under or related to the SPSSTO, refuse to participate in an activity that would result in a violation of city, state or federal law or otherwise engage in conduct protected under the SPSSTO.

Paid Sick and Safe Leave (SeaTac)

The Company provides eligible SeaTac employees with paid sick and safe leave.

The guidelines set forth in this policy do not supersede applicable federal law regarding leaves of absence, including leave taken under the Family and Medical Leave Act (FMLA) and/or as a reasonable accommodation under the Americans with Disabilities Act (ADA) or Americans with Disabilities Act Amendments Act of 2008 (ADAAA) or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

Eligibility

All nonsupervisory, nonmanagerial employees who are hospitality or transportation workers working within the city limits of SeaTac are eligible for leave under this policy.

Reasons Sick Leave May Be Used

Eligible employees may use accrued sick leave for the following reasons:

- For an absence resulting from the employee's mental or physical illness, injury or health condition;
- To accommodate the employee's need for a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition;
- For the employee's need for preventive medical care;
- To provide care for a family member with a mental or physical illness, injury or health condition;
- To care for a family member who needs a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
- To care for a family member who needs preventive medical care.

Reasons Safe Leave May be Used

Eligible employees may use accrued safe leave for the following reasons:

- When the employee's workplace has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;
- To accommodate the employee needs to care for a child whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;
- For any of the following reasons related to domestic violence, sexual assault or stalking:
 - To enable the employee to seek legal or law enforcement assistance to ensure the health and safety of the employee or his or her family members including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
 - To enable the employee or the employee's family member to seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking;
 - To enable the employee to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
 - To enable the employee to obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim; or
 - To enable the employee to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family members from future domestic violence, sexual assault or stalking.

Accrual of Sick and Safe Leave

Eligible employees accrue paid sick and safe leave at the rate of one hour of leave per every 40 hours worked.

Employees begin accruing paid sick and safe leave at the beginning of employment and are entitled to use the leave as soon as the hours are accrued.

Employees only accrue leave for hours worked in the City of SeaTac and may only use accrued sick and safe leave hours when working in SeaTac.

The Company will not count employees' use of sick and safe leave as an absence when evaluating absenteeism. Therefore, any use of sick and safe leave will not count as an "occurrence" under any Company policy.

Cash Out

If an eligible employee has not used all accrued sick and safe time by the end of any calendar year, the Company will pay a lump sum payment equivalent to the value of the unused 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 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 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, state and municipal medical or family leave rights.

Confidentiality

The Company will treat as confidential records and documents relating to medical certifications or histories of covered employees and their family members and maintain them separately from employee personnel files.

Retaliation

The Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy, who makes a good-faith complaint about a violation of the SeaTac ordinance pertaining to paid sick and safe leave or who communicates with any person about such a violation. In addition, the Company will not retaliate against any employee who informs another person about his or her rights under this policy.

Paid Leave (Tacoma)

The Company provides eligible Tacoma employees with paid sick and safe leave in accordance with the requirements of the Tacoma Paid Leave Ordinance (TPLO). The company also complies with Washington's Paid Sick and Safe Leave Law (PSSLL) and will comply with all applicable requirements of the PSSLL that are more favorable to employees.

Eligibility

All employees (except for temporary employees supplied by a staffing agency or similar entity) who work more than 80 hours per employment year in Tacoma are eligible for leave under this policy. Once employees meet the 80-hour per year threshold, they will remain eligible to accrue sick and safe leave during that year and for one subsequent year.

Employees who are based outside of Tacoma but who work in Tacoma on an occasional, irregular basis ("Occasional Employees") are eligible for paid sick and safe

leave if there is a reasonable expectation they will work more than 80 hours in Tacoma within a employment year. When an Occasional Employee becomes eligible for paid sick and safe leave, they will be provided with an amount of leave equal to what the employee would have accrued for hours worked to date during the current employment year. Once an Occasional Employee meets the 80-hour threshold, that employee remains eligible to accrue paid sick and safe leave during subsequent benefit years when the employee continues to do work in Tacoma. Employees who do not meet the 80-hour threshold may still be eligible for paid sick leave under PSSLL and in accordance with the Washington Paid Sick and Safe Leave policy that appears in this handbook.

Accrual and Use of Paid Sick and Safe Leave

Eligible employees begin to accrue paid sick and safe leave on February 1, 2016, or upon the first day of employment, whichever is later.

Eligible employees accrue paid sick and safe leave at the rate of one hour per every 40 hours worked in Tacoma, including overtime hours. 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 workweek.

Employees only accrue sick and safe leave for hours worked in Tacoma. For employees who travel through Tacoma and stop there as a purpose of their work, this includes travel time within the city when it would typically occur during paid work time. However, time spent traveling through Tacoma with no or only incidental stops in the City is not considered hours worked in Tacoma.

Employees may begin using accrued paid sick and safe leave on the 90th calendar day after the beginning of their employment with the Company.

Paid sick and safe leave may be used in increments of one hour or greater to cover all or just part of a workday. Exempt employees who are absent for less than one hour will not be charged sick and safe leave time.

Employees are not required to find an employee to cover their work when they take paid sick and safe leave. The Company will not count employees' use of sick and safe leave as an absence when evaluating absenteeism. Therefore, any use of sick and safe leave will not count as an "occurrence" under any company policy.

Reasons Sick and Safe Leave May be Used

Eligible employees may use accrued sick and safe leave for the following reasons:

- The employee's mental or physical illness, injury or health condition; to allow an employee to obtain a medical diagnosis, care or treatment for the same; or for an employee's need for preventive medical care; or

- To allow an employee to care for a family member with a mental or physical illness, injury or health condition; who needs to obtain a medical diagnosis, care or treatment for the same; or who needs preventive medical care.
- Bereavement for the death of a family member;
- The employee's place of business has been closed by order of a public official for any health-related reason;
- To care for a child whose school or place of care has been closed by order of a public official; or
- The employee or the employee's family member is a victim of domestic violence, sexual assault or stalking, and the employee needs time off to:
 - Seek legal or law enforcement assistance to ensure the employee's or family member's health and safety, including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
 - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family members from future domestic violence, sexual assault or stalking.

For purposes of this policy, "family member" means a child, grandparent, parent, grandchild, sibling, spouse or registered domestic partner. A "child" includes a biological, adopted or foster child; a stepchild; a legal ward; or a child for whom the employee is standing in *loco parentis* or as a de facto parent or legal guardian, regardless of age or dependency status. A "parent" includes a biological, adoptive, de facto, stepparent or foster parent or, or an individual who stood in *loco parentis* to an employee when the employee was a minor child. A "spouse" includes a husband, wife or registered domestic partner.

Requesting Paid Sick and Safe Leave/Documentation

If the need for leave is foreseeable, employees must provide the Company with a written request for sick and safe leave at least 10 days in advance or, if 10 days' notice is not feasible, then as far in advance as possible. When possible, the request must include the anticipated duration of the absence. If the need for leave is unforeseeable, employees must provide notice as soon as practicable and must generally comply with the Company's reasonable normal notice requirements or call-in procedures. In all circumstances, employees should specify that the requested time off is for sick or safe leave reasons (as opposed to, for example, vacation time), so that the absence may be designated accordingly.

If it is impracticable for an employee to provide notice of the need for sick and safe leave, another person can provide notice on the employee's behalf.

Verification of Absence

For absences exceeding three consecutive days, the Company may require employees to provide verification that their use of paid sick and safe leave is for an authorized purpose. Employees must submit any required verification within ten calendar days following the first day of paid sick and safe leave.

For Sick Time purposes, verification may include:

- A doctor's note or a signed statement by a health care provider indicating that the absence is for care of an employee or his/her family member (identifying the nature of the health condition is not required).
- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.
- An obituary or a death certificate.

For Safe Time purposes, verification may include:

- A police report indicating that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking,
- A court order of protection.
- Other evidence from the court or the prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual or assault or stalking.
- Documentation from any of the following persons from whom an employee or his or her family member sought assistance in addressing domestic violence, sexual assault, or stalking indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking,
 - An attorney,
 - A member of the clergy, or
 - A medical professional.
- An employee's written statement that the employee or his or her family member is a victim of domestic violence, sexual assault or stalking, and that PTO was used for one of the Safe Time uses covered by law.

If an employee fails to return requested verification within the timeline described in this paragraph, and does not assert (pursuant to the following paragraph) that obtaining the requested verification would result in an unreasonable burden or expense, PSSSL may be denied or delayed.

If an employee anticipates that providing required verification will create an unreasonable burden or expense on the employee, the employee can provide an oral or written explanation that: (1) the employee's use of PSSSL was for a permissible use of

paid sick and safe leave; and (2) how the required verification creates an unreasonable burden or expense on the employee. Within ten calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

An employee whose use of sick and safe leave is not in good faith, such as a clear instance of abuse, may be subject to discipline, up to and including termination.

Compensation

Pay for sick and safe leave is calculated based on the hourly rate an employee would have earned during the time leave was taken, or minimum wage, whichever is greater .

Leave Carryover

Unused paid sick and safe leave may be carried over from year to year, up to a maximum carryover amount of 40 hours. At the end of the employment any unused sick and safe leave above 40 hours will be forfeited.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or issues related to domestic violence under federal, state or 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 the other 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, family or domestic violence leave rights.

Confidentiality

The Company will treat as confidential records and documents relating to medical certifications or histories of covered employees and their family members and will maintain them in accordance with federal, state and local medical privacy laws. The Company will also treat records and information about an employee or an employee's family member related to domestic violence, harassment, sexual assault, stalking or other safety-related issues as confidential and will not release such records without express written permission from the employee, unless otherwise required by law.

Separation from Employment

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

Former employees who are rehired within one year of their separation from employment will have previously unused paid sick and safe leave reinstated, and the hours they worked during the previous period of employment will be counted for purposes of

determining eligibility to use sick and safe leave. If the period of time an employee is separated from employment extends into a subsequent employment year the amount of accrued but unused paid sick and safe leave reinstated will be capped at 40 hours.

Retaliation Prohibited

The Company will not retaliate or tolerate retaliation against any employee who exercises their rights under the TPLO, such as seeking or obtaining leave under this policy, filing an action, or instituting or causing to be instituted any proceeding under or related to the TPLO, exercising the right to paid sick leave, or testifying or intending to testify in any such proceeding related to any rights provided under the TPLO.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace and in any area that is within 25 feet of an enclosed work area. Employees wishing to smoke must do so outside of company facilities and at least 25 feet away from enclosed work areas during scheduled work breaks.

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 Washington 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 using a personal electronic device with either hand or both hands while driving is a violation of Washington law, in addition to being a violation of Company policy. However, employees are permitted under the law to use a personal electronic device while driving to contact emergency services.