



**Handbook Addendum for**

**ARKANSAS**

**2024**

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# **GENERAL INFORMATION**

## **About This Arkansas Addendum**

Dahl Consulting Inc. is committed to workplace policies and practices that comply with federal, state, and local laws. For this reason, Arkansas employees will receive the Company's Assignment Handbook and the Arkansas Addendum to the Assignment Handbook (together, the "Employee Handbook").

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

The Arkansas Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting or their 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 Dahl Consulting or their authorized representative.

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

## **COMMITMENT TO DIVERSITY**

### **Equal Employment Opportunity**

As is set forth in the Employee Handbook, Dahl Consulting is committed to equal employment opportunity and compliance with federal anti-discrimination laws. We also comply with Arkansas law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including natural, protective, or cultural hairstyles), color, religion, gender, pregnancy or related medical condition, age (40 and over), national origin (including natural, protective or cultural hairstyles) or ancestry, citizenship, sensory, mental or physical disability, genetic information, and military service. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

# **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 infant child. The break time, if possible, should run concurrently with meal and rest breaks already provided to the employee. If the break time cannot run concurrently with meal and rest breaks already provided to the employee, the break time will be unpaid. Where additional unpaid breaks are required, the employee should work with their Dahl Consulting representative 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 supervisor or Dahl Consulting 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 may not be able to provide additional break time or a private location for expressing breast milk, if doing so would substantially disrupt the Company's operations.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work. The Company reserves the right not to provide such additional time if to do so would unduly burden operations.

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.

# **TIME OFF & LEAVES OF ABSENCE**

## **Military Leave**

Arkansas employees who are called to active state duty as a member of the state's armed forces, including the National Guard, a service component of the armed forces, or the militia, are entitled to the same rights, privileges, benefits, and protections as employees called to action to serve in the United States military. Employees called to active state duty in Arkansas are entitled to a leave of absence and reemployment rights in accordance with the Military Leave Policy set forth in the Employee Handbook.

Employees will not be denied retention in employment because of the employee's obligation as a member of the armed forces.

## **Jury Duty Leave**

The Company encourages all employees to fulfill their civic responsibilities and to respond to a jury service summons or subpoena, attend court for prospective jury service, or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced,

or penalized because they respond to a jury service summons or subpoena, attend court for prospective jury service, or serve as a juror.

Employees must provide their Dahl Consulting representative with notice of any jury summons or subpoena within a reasonable time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees who are absent from work for time spent responding to a summons and/or subpoena, for participating in the jury selection process, or for serving as a juror, will not be asked or required to use any annual, vacation, or sick leave during the absence, although employees may be permitted to do so.

## **Time Off To Vote**

The Company encourages employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who does not have sufficient time to vote outside of working hours may be excused from work for a reasonable period of time, to vote. The time off will be without pay for nonexempt employees.

The Company asks that employees request time off to vote from their Dahl Consulting representative at least one day prior to Election Day so that the time off can be scheduled to minimize disruption to normal work schedules. Proof of having voted may be required.

## **Bone Marrow or Organ Donation Leave**

Employees who undergo a medical procedure to donate bone marrow or an organ will be provided with unpaid time off, not to exceed 90 days. Employees seeking leave under this policy must submit a written request to their Dahl Consulting representative.

Leave under this policy is not available to an employee who is eligible for leave under the Family and Medical Leave Act.

## **Crime Victim Leave**

Eligible employees who are the victim or the representative of a victim of a crime or sex offense will be provided with time off to:

- Participate, at the prosecuting attorney's request, in the preparation of a criminal justice proceeding relating to the crime; or
- Attend a criminal justice proceeding if attendance is reasonably necessary to protect the interests of the victim.

Time off under this policy will be unpaid, except that exempt employees will be paid when required by applicable federal or state law. Employees are eligible for time off if they are:

- The victim of the sex offense or violent crime (felony resulting in physical injury to the victim or involving the use of a deadly weapon, terroristic threatening, and stalking) at issue in the proceedings;
- A minor who is a victim of kidnapping, false imprisonment, permanent detention, or restraint;
- The victim's spouse, child by birth or adoption, stepchild, parent, stepparent or sibling; or
- An individual designated by the victim or by a court in which the crime is being, or could be prosecuted.

Employees who are accountable for the crime or a crime arising from the same conduct are not eligible for leave under this policy.

Before employees may take time off from work for this purpose, they must provide their Dahl Consulting representative with advance notice and, if possible, a copy of the notice of proceeding. Confidentiality of the situation, including the employee's request for time off under this policy, will be maintained to the greatest extent possible.

The Company will not retaliate, nor tolerate retaliation, against any employee who seeks or obtains leave under this policy.

## **WORKPLACE SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking marijuana or any other substance that is illegal under federal law or Arkansas law anywhere on its premises.

The Company also prohibits smoking in the workplace. Employees wishing to smoke must do so outside company facilities 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 supervisor or Dahl Consulting representative. Employees will not be disciplined or retaliated against for reporting a smoking violation or otherwise exercising their rights under Arkansas law or this policy.

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

## **Cell Phone Use/Texting While Driving**

As set forth in the Employee Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes and driving a company-owned vehicle. Employees should also be aware that using a wireless telecommunications device while driving to (1) write, send, or read a text-based communication, or (2) access, read, or post to a social networking site are violations of Arkansas law, in addition to being a violation of company policy. Drivers are, however, permitted to read, select, or enter a telephone number or name in a wireless telecommunications device for the purpose of making a telephone call.

It is also a violation of Arkansas law for a driver to use a handheld wireless telephone for any reason, other than in an emergency when passing a school building or school zone during school hours when children are present and outside the building.

## **Weapons in the Workplace**

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the Employee Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon.

However, in compliance with Arkansas law, the Company does not prohibit employees who lawfully possess firearms from transporting or storing their legally owned and lawfully possessed firearms inside their locked, privately owned vehicles in the Company's parking lots. The Company reserves the right to make certain limited exceptions to this policy in accordance with Arkansas law. The firearm may not be removed from the employees' personal vehicle or displayed to others.