



Handbook Addendum for

CALIFORNIA

2024

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GENERAL INFORMATION

About This California Addendum

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

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

The California Addendum 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 that person's authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the President/Owner of Dahl Consulting or an authorized representative.

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

COMMITMENT TO DIVERSITY

Discrimination, Harassment and Retaliation Prevention Policy (5+ Employees)

Equal Employment Opportunity

Dahl Consulting is an equal-opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, citizenship status, ancestry, physical disability (including HIV/AIDS) or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status, an individual's reproductive health decisions and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics").

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law.

The Company allows employees to self-identify their gender, name, and/or pronoun, including gender-neutral pronouns. The Company will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the employee in accordance with the employee's current gender identity and preferred name.

The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. The Company also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

Prohibited Harassment

Dahl Consulting is committed to providing a work environment that is free of illicit harassment based on any protected characteristics. As a result, the Company maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, citizenship status, physical disability (including HIV/AIDS) or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, an individual's reproductive health decisions or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license

issued to those who cannot document their lawful presence in the United States and based on any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, clients, vendors, customers, or any other third party interacting with the Company ("third parties") and prohibits proscribed harassing conduct by any employee or third party of Dahl Consulting including nonsupervisory employees, supervisors, and managers. If such harassment occurs on the Company's premises or is directed toward an employee or a third party interacting with the Company, the procedures in this policy should be followed.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.

- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding, or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if the Company had no knowledge of such conduct.

Other Types of Harassment

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments, or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings, or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching, or blocking normal movement because of an individual's protected status.

Abusive Conduct Prevention

It is expected that the Company and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of management's expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by Dahl Consulting for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting, or participating in any manner in any

investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Discrimination, Harassment, Retaliation, and Abusive Conduct Complaint Procedure

Any employee who believes they have been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with Dahl Consulting in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to their Dahl Consulting representative.

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to their Dahl Consulting representative who will attempt to resolve issues internally. When a report is received, the Company will conduct a fair, timely, thorough, and objective investigation that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination, or retaliation, or regarding the alleged violation of any other Company policies. The Company will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, the Company will communicate its conclusion as soon as practical. If the Company determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or <https://calcivilrights.ca.gov>. The CRD Sexual Harassment Prevention Training may be accessed here: <https://calcivilrights.ca.gov/shpt>

Accommodation for Adult Literacy Programs

Dahl Consulting provides reasonable accommodation and assistance to an employee who reveals a literacy problem and requests assistance to enroll in an adult literacy education program unless doing so will result in an undue hardship to the company's business operations. Examples of assistance include providing employees with the

location of local literacy programs and arranging for job site visits by literacy education providers.

Employees who wish to self-identify as an individual with a literacy problem and request an accommodation should contact their Dahl Consulting representative. The Company will take reasonable steps to safeguard the privacy of any employee who self-identifies. In addition, employees who are performing satisfactorily will not be subject to termination of employment because they have disclosed literacy problems.

While Dahl Consulting encourages employees to improve their literacy skills, the Company will not reimburse employees for the costs incurred in attending a literacy program. Time off to attend literacy programs may be provided as a reasonable accommodation unless doing so will result in an undue hardship. However, if time off is provided, the time off may be unpaid. If time off is unpaid, employees wishing to take such leave may utilize their existing vacation time or other accrued paid time off.

Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking

Dahl Consulting will make reasonable accommodations for employees who report that they are the victim of domestic violence, sexual assault, or stalking and request that the Company accommodate their safety while at work unless providing the accommodation will impose an undue hardship on the company's business operations or violates the company's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs at the workplace; implemented safety procedures; or other adjustment to a job structure, workplace facility or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. The Company will engage in a timely, good faith, and interactive process with the employee to identify effective reasonable accommodations.

Employees may also be entitled to a leave of absence under the Company's Crime Victim Leave policy, Leave to Attend Court Proceedings Related to Certain Felonies policy, and/or Leave to Attend Court Proceedings for Serious Crimes policy. Employees should consult those policies and/or their Dahl Consulting representative for additional information.

The Company may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. The Company may also require an employee to provide a certification that the employee is the victim of domestic violence, sexual assault, or stalking and may request recertification every six months. Any of the following will be considered sufficient certification: a police report indicating the employee was a victim; a court order protecting or separating the employee from the

perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries resulting from the crime or abuse; or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Employees must notify the Company if their needs change or if they no longer need an accommodation.

The Company will keep all information submitted in connection with an employee's request for accommodation confidential to the extent permissible by law. If the law requires disclosure of information, the Company will notify the employee before any information is released.

The Company will not discriminate or retaliate against any employee because of the individual's status as a victim of crime or abuse if the employee provides the Company notice of such status, the Company has actual knowledge of such status, or the employee requests a reasonable accommodation in accordance with this policy.

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

Accommodation for Drug or Alcohol Treatment or Rehabilitation

Dahl Consulting will attempt to reasonably accommodate employees with chemical dependencies (drugs or alcohol), if they voluntarily wish to seek treatment and/or rehabilitation unless the accommodation imposes an undue hardship on the Company's business operations. The Company's support for treatment and rehabilitation does not obligate the Company to hire or employ any person who violates the Company's drug and alcohol abuse policy or who, because of current use of drugs or alcohol, is unable to perform their duties or cannot perform the duties in a manner that would not endanger the employee's own health or safety or the health or safety of others.

The Company will keep all information submitted in connection with an employee's enrollment in a drug or alcohol rehabilitation program confidential to the extent permissible by law. Time off for these purposes is unpaid. However, employees wishing to take such leave may utilize their sick leave or accrued paid time off, if applicable.

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

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files and Payroll Records

Upon written request, a current or former employee or a designated representative may inspect and receive a copy of the employee's personnel file and records that relate to the employee's performance or to any grievance concerning the employee in the presence of a Dahl Consulting representative at a mutually convenient time, at the employee's expense. Employees may add their version of any disputed item to the file. The Company will comply with a written personnel file request at reasonable intervals and reasonable times within 30 calendar days of the written request. The parties may agree to a date beyond 30 calendar days provided it is not longer than 35 calendar days from the employer's receipt of the written request.

For a current employee, personnel records will be available for inspection where the employee reports to work or at another location that is mutually agreeable. For a former employee, personnel records will be available for inspection where the records are stored or at another location that is mutually agreeable.

Current and former employees also may inspect their payroll records upon written or oral request and may request a copy of these records. The Company will comply with written payroll records requests as soon as practicable, but no later than 21 calendar days following the request. Current and former employees who request a copy of their payroll records may be charged a reasonable fee related to the cost of copying the requested documents.

Only authorized members of management of Dahl Consulting have access to an employee's personnel file. Only Dahl Consulting Human Resources is authorized to release information about current or former employees on behalf of the Company. However, the Company will cooperate with—and provide access to an employee's personnel file to—law enforcement officials or local, state, or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.

TIMES OFF AND LEAVES OF ABSENCE

California Paid Sick Leave

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA").

Eligibility

All employees working in California for the Company are eligible to receive paid sick leave under this policy. Eligible employees under this policy do not include individuals who are covered under a California local paid sick leave law, who will be provided paid sick leave under the applicable local paid sick leave policy only.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024, or the employee's first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees may use a maximum of the greater of 40 hours or the equivalent of five (5) workdays (based on the employee's work schedule) of paid sick leave per benefit year.

Employees must use paid sick leave in an initial increment of at least 1 hour, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.

- If the employee is a victim of domestic violence, sexual assault, or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order, or other injunctive relief) to help ensure the health, safety, or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A “designated person” means a person identified by the employee at the time the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail, or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor’s note or other verification of the employee’s need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state, and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA. In addition, discipline – up to and including termination – may be taken against an employee who violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting the use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy and the HWHFA, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing, or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the California Paid Sick Leave policy should contact their Dahl Consulting representative.

Berkeley Paid Sick Leave (for Berkeley Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the Berkeley Paid Sick Leave

Ordinance (“PSLO”). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Berkeley for the Company at least two hours in a calendar week and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee’s work schedule), whichever is greater. Once an employee’s paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024, or the employee's first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in an initial increment of at least 1-hour to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- An employee's: illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons; or preventive care.
- A family member's: illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons; or preventive care.
- If the employee is a victim of domestic violence, sexual assault, or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order, or other injunctive relief) to help ensure the health, safety, or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Additionally, if an employee does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee wishes to use their paid sick leave to aid or care for this person. Designation of this person must be done within 10 workdays of the Company providing the opportunity to make a designation. The Company will provide an opportunity to re-designate a person on an annual basis thereafter.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, sending an email or by text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible. In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons

(as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the PSLO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the PSLO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the PSLO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Berkeley Paid Sick Leave policy should contact their Dahl Consulting representative.

Emeryville Paid Sick Leave (for Emeryville Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the Emeryville Minimum Wage and Paid Sick Leave Ordinance ("MWO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Emeryville for the Company at least two hours in a calendar week and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in an initial increment of at least 1-hour, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- An employee's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- A family member's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- Aid or care for the employee's or a family member's guide dog, signal dog, or service dog.
- If the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A "designated person" means a

person identified by the employee at the time the employee requests paid sick leave. Additionally, if an employee does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee wishes to use their paid sick leave to aid or care for this person. Designation of this person must be done within 14 workdays of the Company providing the opportunity to make a designation. The Company will provide an opportunity to re-designate a person on an annual basis thereafter.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the MWO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the MWO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the MWO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Emeryville Paid Sick Leave policy should contact their Dahl Consulting representative.

Los Angeles Paid Sick Leave (for City of Los Angeles Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the City of Los Angeles Minimum Wage Ordinance ("LAMWO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Los Angeles for the Company at least two hours in a calendar week, who work in the City of Los Angeles for at least 30 days in a calendar year from the start of employment, and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Los Angeles, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees may use a maximum of 48 hours or the equivalent of five (5) workdays (based on the employee's work schedule), whichever is greater, of paid sick leave per benefit year.

Employees must use paid sick leave in an initial increment of at least 1-hour.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking and time off is needed to:

- Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim’s child;
- Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, or a designated person. A “designated person” means a person identified by the employee at the time the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor’s note or other verification of the employee’s need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the LAMWO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the LAMWO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the LAMWO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Los Angeles Paid Sick Leave policy should contact their Dahl Consulting representative.

Oakland Paid Sick Leave (for Oakland Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the Oakland Minimum Wage Ordinance ("OMWO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Oakland for the Company at least two hours in a calendar week and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Oakland, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in an initial increment of at least 1 hour, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- An employee's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- A family member's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- If the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Additionally, if an employee does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee wishes to use their paid sick leave to aid or care for this person. Designation of this person must be done within 10 workdays of the Company providing the opportunity to make a designation. The Company will provide an opportunity to re-designate a person on an annual basis thereafter.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative

of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the OMWO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the OMWO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the OMWO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Oakland Paid Sick Leave policy should contact their Dahl Consulting representative.

San Diego Paid Sick Leave (for San Diego Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the City of San Diego Earned Sick Leave and Minimum Wage Ordinance ("ESLO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in San Diego for the Company at least two hours in a calendar week and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in San Diego, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees may use a maximum of the greater of 40 hours or the equivalent of five workdays (based on the employee's work schedule) of paid sick leave per benefit year. Employees must use paid sick leave in an initial increment of at least 1-hour.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- An employee's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- A family member's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- Closure of the employee's place of business by order of a public official due to a public health emergency.
- Closure of a child's school or childcare provider by order of a public official due to a public health emergency.
- If the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
 - Seek legal advice, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

- Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A “designated person” means a person identified by the employee at the time the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor’s note or other verification of the employee’s need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee’s family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the ESLO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy’s requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee’s employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee’s previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the ESLO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the ESLO, the Company will not count employees’ use of paid sick leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the San Diego Paid Sick Leave policy should contact their Dahl Consulting representative.

San Francisco Paid Sick Leave (for San Francisco Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California’s Healthy Workplaces Healthy Families Act (“HWHFA”) and the San Francisco Paid Sick Leave Ordinance (“PSLO”). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in San Francisco for the Company are eligible to receive paid sick leave under this policy if they perform 56 or more hours of work in the City within a calendar year.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in San Francisco, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in an initial increment of at least 1 hour, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- An employee's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- A family member's: physical or mental illness, injury, or medical condition; diagnosis, care, or treatment of an existing health condition; other medical reasons, such as pregnancy or obtaining a physical examination; or preventive care.
- Purposes related to donating the employee's bone marrow or an organ to another person, or to care for or assist a family member for purposes related to that person's donating bone marrow or an organ to another person.
- If the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A "designated person" means a person identified by the employee at the time the employee requests paid sick leave. Additionally, if an employee does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee wishes to use their paid sick leave to aid or care for this person. Designation of this person must be done within 10 workdays of the Company providing the opportunity to make a designation. The Company will provide an opportunity to re-designate a person on an annual basis thereafter.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable.

Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the PSLO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the PSLO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the PSLO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the San Francisco Paid Sick Leave policy should contact their Dahl Consulting representative.

Santa Monica Paid Sick Leave (for Santa Monica Employees Only)

The Company provides eligible employees with paid sick leave pursuant to California's Healthy Workplaces Healthy Families Act ("HWHFA") and the Santa Monica Minimum Wage Ordinance ("MWO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Santa Monica for the Company at least two hours of work in a calendar week and who qualify as an employee entitled to the state minimum wage are eligible to receive paid sick leave under this policy.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of eligibility under this policy, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Santa Monica, up to an overall accrual cap of 80 hours or the equivalent of 10 workdays (based on the employee's work schedule), whichever is greater. Once an employee's paid sick leave balance reaches their overall accrual cap, no further paid sick leave will accrue until previously accrued paid sick leave is used. Employees will not be given retroactive credit for any period of time in which they do not accrue paid sick leave because their balance was at the accrual cap.

Employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid sick leave from one benefit year to the next. For purposes of this policy, the benefit year is January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued.

Employees must use paid sick leave in an initial increment of at least one hour, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- If the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to:
 - Obtain or attempt to obtain any relief (e.g., a temporary restraining order, restraining order or other injunctive relief) to help ensure the health, safety or welfare of the victim or the victim's child;
 - Seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
 - Obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
 - Obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking; or
 - Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child (including the child of a domestic partner), legal ward, parent (including the parent of a spouse or domestic partner), legal guardian, grandchild, grandparent, sibling, or a designated person. A "designated person" means a person identified by the employee at the time the employee requests paid sick leave.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide reasonable advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid sick leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act or the Americans with Disabilities Act. However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence when it has information indicating that the employee is not requesting paid sick leave for a valid purpose.

The Company will keep confidential the health information of the employee or employee's family member, as well as information related to domestic violence perpetrated against or sexual assault of the employee, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the HWHFA or the MWO. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 90-days of employment ending, the employee's previously unused paid sick leave balance will be reinstated and made available for use in accordance with the HWHFA and the MWO.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWHFA, and the MWO, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Santa Monica Paid Sick Leave policy should contact their Dahl Consulting representative.

San Francisco Public Health Emergency Leave

The Company provides public health emergency leave ("PHEL") to eligible employees in compliance with San Francisco's Public Health Emergency Leave Ordinance (the "Ordinance") in accordance with Proposition G/Article 33P.

Eligibility

All employees (including full-time, part-time and temporary employees) who work in San Francisco are eligible to receive PHEL from the Company.

Amount of PHEL

On January 1, 2023, and each January 1 thereafter, eligible employees will be provided up to eighty (80) hours of PHEL as follows:

- Employees with a full-time, regular, or fixed schedule will be provided an amount of PHEL equal to the number of hours the employee regularly works or takes paid leave over a two-week period.
- Eligible employees whose weekly hours vary will be provided an amount of PHEL equal to the average number of hours over a two-week period that the employee worked or took paid leave during the previous calendar year, or since the beginning

of employment if the employee became employed after the first day of the previous calendar year.

If an employee was not employed on January 1 of a given year, then on the start date of the first public health emergency that begins during the employee's employment, eligible employees will be provided up to eighty (80) hours of PHEL as follows:

- Employees with a full-time, regular, or fixed schedule will be provided an amount of PHEL equal to the number of hours the employee regularly works or takes paid leave over a two-week period.
- Eligible employees whose weekly hours vary will be provided an amount of PHEL equal to the average number of hours over a two-week period that the employee worked or took paid leave during the previous six months, or since the employee's start date if the employee has been employed for fewer than six months.

PHEL that remains unused at the end of the calendar year will be lost and will not carry over from one year to the next.

Using PHEL

Eligible employees may use PHEL during a public health emergency¹ if they cannot work (or telework) due to one of the following reasons:

- The recommendations or requirements of an individual or general federal, state, or local health order (including an order issued by the local jurisdiction in which an employee or a family member for whom the employee is caring resides) related to the public health emergency.
- The employee has been advised by a healthcare provider to isolate or quarantine.
- The employee is experiencing symptoms of and seeking a medical diagnosis, or has received a positive medical diagnosis, for a possible infectious, contagious, or communicable disease associated with the public health emergency.
- The employee is caring for a covered family member who is subject to an individual or general federal, state, or local health order (including an order issued by the local jurisdiction in which an employee resides), has been advised by a healthcare provider to isolate or quarantine, or is experiencing symptoms as described in the bullet point above.

¹ A public health emergency means a "local or statewide health emergency related to any contagious, infectious, or communicable disease, declared by the City's local health officer or the state health officer pursuant to the California Health and Safety Code, or an Air Quality Emergency."

- The employee is caring for a covered family member if the school or place of care of the family member has been closed, or the care provider of such family member is unavailable, due to the public health emergency.
- An air quality emergency², if the employee primarily works outdoors and is a member of a “vulnerable population” (a person who has been diagnosed with heart or lung disease; has respiratory problems including but now limited to asthma, emphysema, and chronic obstructive pulmonary disease; is pregnant; or is age 60 or older).

For purposes of this policy, a “family member” includes the employee’s child; parent; legal guardian or ward; sibling; grandparent; grandchild; spouse; registered domestic partner under any state or local law, or the employee’s designated person.

PHEL may be taken in one (1) hour increments of time.

PHEL is available to newly hired eligible employees for immediate use, in accordance with this policy.

Requesting PHEL

Employees must notify their Dahl Consulting representative of their need to use PHEL – either orally or in writing – as soon as practicable.

The Company may require a doctor’s note or other documentation to confirm the employee’s status as a member of a vulnerable population. The Company reserves the right to require documentation to verify an employee’s need for PHEL under other circumstances to the extent permitted by applicable law.

Rate of Pay

For non-exempt employees, PHEL pay will be calculated in the same manner as the regular rate of pay for the workweek in which the employee uses PHEL, whether or not the employee actually works overtime in that workweek

For exempt employees, payment for PHEL is calculated in the same manner as wages are calculated for other forms of paid leave time.

Discipline for Unprotected Use of PHEL

Discipline – up to and including termination – may be taken against an employee who uses PHEL for a purpose not covered by, or in a manner not consistent with, the Ordinance. In addition, discipline – up to and including termination – may be taken

² An Air Quality Emergency means a day when the Bay Area Air Quality Management District issues a Spare the Air Alert.

against an employee who violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of PHEL.

Effect on Other Rights and Policies

PHEL is separate from, and does not affect or limit, any existing paid leave benefits provided to employees under other Company policies or applicable law, including but not limited to vacation, PTO and paid sick leave under California's Healthy Workplaces, Healthy Families Act and the San Francisco Paid Sick Leave Ordinance. Employees remain eligible to use any available and applicable paid leave benefits. PHEL may be used prior to or in lieu of using any other vacation, PTO, paid sick leave.

The Company may provide other forms of leave for employees to care for their own or a family member's 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, state or municipal law, provided eligibility requirements for that law are met.

It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of the illness or disability, including California State Disability Insurance, workers' compensation insurance, paid family leave benefits and/or any other disability insurance benefits. If an employee elects to integrate PHEL with other paid benefits, the Company will integrate all paid benefits such that an employee will not be paid more than their regular compensation at any time.

Separation from Employment

The Company does not pay an employee for unused PHEL upon the employee's separation from employment for any reason.

No Discrimination or Retaliation

The Company prohibits discrimination and/or retaliation against employees who request or use PHEL for qualifying reasons consistent with the provisions of this policy and applicable law. So long as the Notice provisions outlined above are followed, the Company will not count an employee's use of PHEL as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of PHEL will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains PHEL in accordance with this policy, who makes a good-faith complaint about a violation under the Ordinance 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 their rights under the Ordinance.

Additional Information Regarding the Ordinance

This policy is subject to modification pending any changes to judicial or regulatory guidance issued regarding the Ordinance. The policy should be construed in such a way as to be in harmony with the requirements set forth in any such guidance.

Please contact your Dahl Consulting representative for additional information about PHEL and whether you may be eligible for leave under this policy.

Family and Medical Leave

The Company will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws have different names, the Company refers to the federal Family and Medical Leave Act (Fed-FMLA) and the California Family Rights Act (CFRA) collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

Employee Eligibility

To be eligible for FMLA Leave, employees must: (1) have been employed by the Company for a total of at least 12 months (not necessarily consecutive); (2) have worked at least 1,250 hours during the previous 12 months immediately prior to the start of the leave; and (3) (Fed-FMLA only) have worked at a location where at least 50 employees are employed by the Company within 75 miles of the employee's worksite, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for FMLA Leave, they should contact their Dahl Consulting representative.

Reasons for Leave

Federal and state laws allow FMLA Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. Fed-FMLA leave and CFRA leave run concurrently except for the following reasons: to care for a child without regard to age or dependency status, registered domestic partner, a child of a registered domestic partner, parent-in-law, grandparent, grandchild, sibling or designated person (CFRA only), incapacity due to pregnancy or prenatal care as a serious health condition (Fed-FMLA only), qualifying exigency leave as defined under the FMLA (Fed-FMLA only), qualifying exigency leave as defined under the CFRA (CFRA only) and military caregiver leave (Fed-FMLA only). Additionally, CFRA coverage for an employee's own serious health condition that also constitutes a disability under the California's Fair Employment and Housing Act (FEHA) is separate and distinct from FEHA protections. If the employee cannot return to work at the expiration of the CFRA leave, the Company will engage the employee in the interactive process to determine whether an extension of the leave would be a reasonable accommodation under the FEHA.

FMLA Leave may be used for one of the following reasons:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, parent and for CFRA Leave: registered domestic partner, child of a registered domestic partner, grandparent, grandchild, sibling or designated person) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces or as defined under the CFRA, related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States (Qualifying Exigency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember" (Military Caregiver Leave).

Definitions

"Child," for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing *in loco parentis*, and for Fed-FMLA only, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability, at the time that FMLA Leave is to commence. "Child," for purposes of Qualifying Exigency Leave and Military Caregiver Leave, means a biological, adopted or foster child; stepchild; legal ward; or a child for whom the person stood *in loco parentis*, and who is of any age.

"Parent," for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the person. This term includes a parent-in-law for CFRA leave only. For Qualifying Exigency Leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.

"Designated Person," for purposes of this policy means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Employees may identify a designated person at the time they request CFRA leave. [OPTIONAL: Employees are limited to one designated person per 12-month period.]

"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.

"Covered Servicemember" means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties; or (2) a person who, during the five years prior to the treatment necessitating the leave, served in the active military, Naval or Air Service, and who was discharged or released under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009, and March 8, 2013, is excluded.

"Spouse" means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state. For purposes of CFRA leave, a spouse includes a registered domestic partner or same-sex partners in marriage.

"Key employee" means a salaried Fed-FMLA Leave eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite at the time of the Fed-FMLA leave request.

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either:

- Inpatient care (including, but not limited to, substance abuse treatment) in a hospital, hospice or residential medical care facility, including any period of incapacity (that is, inability to work, attend school or perform other regular daily activities) or any subsequent treatment in connection with this inpatient care; or
- Continuing treatment (including, but not limited to, substance abuse treatment) by a health care provider that includes one or more of the following:
 - A period of incapacity (that is, inability to work, attend school or perform other regular daily activities due to a serious health condition, its treatment

or the recovery that it requires) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves treatment two or more times via an in-person visit to a health care provider, or at least one visit to a health care provider that results in a regimen of continuing treatment under the supervision of the health care provider.

- Any period of incapacity due to pregnancy or prenatal care (under the Fed-FMLA, but not the CFRA).
- Any period of incapacity or treatment for incapacity due to a chronic serious health condition that requires periodic visits to a health care provider, continues over an extended period of time and may cause episodic incapacity.
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer's, a severe stroke and the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider either for (a) restorative surgery after an accident or other injury; or (b) a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

"Serious injury or illness" in the case of a current member of the Armed Forces, National Guard or Reserves is an injury or illness incurred by a covered servicemember in the line of duty on active duty (or that preexisted the member's active duty and was aggravated by service in the line of duty on active duty) in the Armed Forces that may render him or her medically unfit to perform the duties of his or her office, grade, rank or rating. In the case of a covered veteran, "serious injury or illness" means an injury or illness that was incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) and that manifested itself before or after the member became a veteran.

"Qualifying exigency" for Fed-FMLA is defined by the Department of Labor and for CFRA is defined by the California Unemployment Insurance Code and generally includes events related to short-notice deployment, military ceremonies, support and assistance programs, changes in childcare, school activities, financial and legal arrangements, counseling and post-deployment activities. Qualifying Exigency Leave may also be used to spend up to 15 days with military members who are on short-term, temporary, rest and recuperation leave during their period of deployment.

Length of Leave

If the reason for leave is common to both Fed-FMLA and CFRA and, therefore, running concurrently, the maximum amount of FMLA Leave will be 12 workweeks in any 12-month period. If the reason for leave is not common to both Fed-FMLA and CFRA and,

therefore, not running concurrently, then an eligible employee may be entitled to additional leave under applicable law.

The applicable "12-month period" utilized by the Company is a 12-month period measured forward from the start date of the employee's first FMLA leave.

The maximum amount of Fed-FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the Company and are eligible for leave under this policy, under the Fed-FMLA, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, leave beyond an employee's FMLA Leave entitlement will be granted when the leave is necessitated by an employee's work-related injury or illness, a pregnancy-related disability or a "disability" as defined under the Americans with Disabilities Act (ADA) and/or the Fair Employment and Housing Act (FEHA). When the reason for CFRA leave was the employee's serious health condition, which also constitutes a "disability" under the FEHA and the employee cannot return to work at the conclusion of the CFRA leave, the Company will engage in an interactive process to determine whether an extension of leave would constitute a reasonable accommodation under the FEHA.

Intermittent or Reduced Schedule Leave

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time or reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently or on a reduced schedule whenever it is medically necessary to care for the employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner or designated person with a serious health condition or because the employee has a serious health condition. The medical necessity of the leave must be determined by the health care provider of the person with the serious health condition.

Intermittent or reduced schedule leave may also be taken for absences where the employee or their family member is incapacitated or unable to perform the essential functions of the job because of a chronic serious health condition, even if the person does not receive treatment by a health care provider.

Leave due to military exigencies may also be taken on an intermittent basis.

Leave taken intermittently may be taken in increments of no less than one hour increments. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Please contact your Dahl

Consulting representative prior to scheduling medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an employee using intermittent leave or working a reduced schedule finds it physically impossible to start or stop work mid-way through a shift in order to take CFRA leave and is therefore forced to be absent for the entire shift, the entire period will be counted against the employee's CFRA entitlement. However, if there are other aspects of work that the employee is able to perform that are not physically impossible, then the employee will be permitted to return to work, thereby reducing the amount of time to be charged to the employee's CFRA entitlement.

CFRA leave for Bonding Leave does not have to be taken in one continuous period of time, but the minimum duration is two weeks. However, the Company will grant a request for CFRA leave lasting less than two weeks' twice during the 12 week period. Bonding Leave must be concluded within one year of the birth or placement of the child.

If employees have been approved for intermittent leave and they request leave time that is unforeseeable, they must specifically reference either the qualifying reason for leave or the need for FMLA Leave at the time they call off.

Notice and Certification

Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days' advance notice or such notice as is both possible and practical if the leave must begin in fewer than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health Care Provider form);
- Periodic recertification (as allowed by law); and
- Periodic reports during the leave.

In addition to other notice provisions, employees requesting leave for CFRA qualifying reasons must respond to any questions designed to determine whether an absence is potentially qualifying for leave under this policy. Failure to respond to permissible inquiries

regarding the leave request may result in denial of CFRA leave protections. Similarly, an employee or the employee's spokesperson may be required to provide additional information needed to determine whether a requested leave qualifies for Fed-FMLA protections. An employee's failure to adequately explain the reason for the leave may result in the denial of Fed-FMLA protections.

Certification forms are available from your Dahl Consulting representative. At the Company's expense, we may require a second or third medical opinion regarding the employee's own serious health condition or the serious health condition of an employee's family member for Fed-FMLA purposes and, for CFRA purposes, the employee's own serious health condition. In limited cases, we may require a second or third opinion regarding the injury or illness of a Covered Servicemember. Employees are expected to cooperate with the Company in obtaining additional medical opinions that we may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the Company's operation. Please contact your Dahl Consulting representative prior to scheduling planned medical treatment.

If an employee does not produce the certification as requested, the FMLA leave will not be protected.

Recertification After Grant of Leave

In addition to the requirements listed above, if an employee's Fed-FMLA leave is certified, the Company may later require medical recertification in connection with an absence that the employee reports as qualifying for Fed-FMLA leave. For example, the Company may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee encounters complications); or (3) the Company receives information that casts doubt upon the employee's stated reason for the absence. In addition, the Company may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Company will be at the employee's expense.

In addition to the requirement listed above, a recertification under the CFRA may only be requested at the expiration of the time period in the original certification for time off for the employee's own serious health condition.

If an employee does not produce the recertification as requested, the leave will not be CFRA protected.

Qualifying Exigency Leave Requirements

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;
- A copy of the covered servicemember's active duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the servicemember's leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from your Dahl Consulting representative.

Failure to Provide Notice or Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume that the employee does not plan to return to work and has voluntarily terminated his or her employment.

Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through state-sponsored programs or the Company's sponsored wage-replacement benefit programs. Employees may also choose to use accrued vacation and sick leave, to the extent permitted by law and the Company's policy. If employees elect to have wage-replacement benefits and accrued paid leave integrated, the integration will be arranged such that employees will receive no greater compensation than their regular compensation during this period. The Company may require employees to use accrued vacation [PTO] to cover some or all of a Fed-FMLA Leave. However, the Company will only require employees to use accrued vacation [PTO], if the CFRA leave is otherwise unpaid. The CFRA leave is not unpaid if the employee is receiving state disability insurance, short or long term disability payments pursuant to an employer provided plan, or is receiving Paid Family Leave through the state.] The use of paid benefits will not extend the length of FMLA Leave.

Benefits During Leave

The Company will continue making contributions to employees' group health benefits during their leave on the same terms as if the employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking leave for a reason that is common to both Fed-FMLA and CFRA and, therefore, leave is running concurrently, will generally be provided with group health benefits for a 12-workweek period. When employees take leave for a reason that is not common to both Fed-FMLA and CFRA and, therefore, leave is running consecutively, the Company will continue the employee's health insurance benefits for up to a maximum of 12 workweeks in a 12-month period

during each applicable leave. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Company may recover premiums it paid on an employee's behalf to maintain health coverage if the employee fails to return to work following FMLA Leave.

An employee's length of service will remain intact, but benefits such as vacation and sick leave may not accrue while on an unpaid FMLA Leave.

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. If an employee becomes unqualified during CFRA leave as a result of not attending a necessary course, or renewing a license, the employee will be given a reasonable opportunity to fulfill those conditions upon returning to work. Further, the Company may grant an employee's request to work a different shift, in a different or better position, or in a different location, that is better suited to the employee's personal needs upon returning from CFRA leave. The Company will also consider a reasonable accommodation under the FEHA if the employee is returning from CFRA leave for his or her own serious health condition. However, employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave. For example, if an employee would have been laid off or his or her position would have been eliminated even if he or she had not gone on leave, then the employee will not be entitled to reinstatement. However, if an employee has been replaced or the employee's position was restructured to accommodate the employee absence, the employee is entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee is able to resume work. For an employee on intermittent or reduced schedule FMLA Leave, such a release may be required up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent or reduced schedule leave.

For Fed-FMLA purposes only, key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence, or when leave begins, if earlier.

Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Leave Prohibited

An employee who fraudulently obtains FMLA Leave from the Company is not protected by the Fed-FMLA's or the CFRA's job restoration or maintenance of health benefits provisions. In addition, the Company will take all available appropriate disciplinary action against an employee due to such fraud.

Nondiscrimination

The Company takes its FMLA Leave obligations very seriously and will not interfere with, restrain or deny the exercise of any rights provided by the Fed-FMLA or the CFRA. We will not terminate or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to the Fed-FMLA or CFRA. If an employee believes that his or her Fed-FMLA or CFRA rights have been violated in any way, he or she should immediately report the matter to their Dahl Consulting representative.

Additional Documentation

The Company's "Employee Rights and Responsibilities" notice provides additional details regarding employees' rights and responsibilities under the Fed-FMLA. Employees may obtain a copy of the "Employee Rights and Responsibilities" notice from your Doherty Staffing Solutions, Inc. representative.

Employees should contact their Dahl Consulting representative as to any Fed-FMLA or CFRA questions they may have.

Bereavement Leave

Eligible employees may take up to five days of bereavement leave for the death of a spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild. To be eligible for bereavement leave, employees must have been employed by the Company for at least 30 days immediately preceding the start of the leave. Bereavement leave days need not be taken consecutively, but bereavement leave must be completed within three months of the date of death of the family member. Bereavement leave is separate from and provided in addition to other legally protected leaves, including leave provided under the California Family Rights Act. Bereavement leave will run concurrently with the Bereavement Leave policy in the Employee Handbook and is unpaid except as set forth in that policy. An employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.

If the Company requests documentation of the death of the family member, documentation must be provided within 30 days of the first day of the leave. Acceptable documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Such

documentation will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

The Company will not refuse to hire or discharge, demote, fine, suspend, expel, or discriminate against an individual because the individual exercised the right to bereavement leave provided by this policy or gave information or testimony as to their own bereavement leave, or another person's bereavement leave, in an inquiry or proceeding related to rights guaranteed under California's bereavement leave law. Further, the Company will not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right provided under California's bereavement leave law.

Reproductive Loss Leave

Eligible employees may take up to five days of reproductive loss leave following a reproductive loss event. To be eligible for leave, employees must have been employed by the Company for at least 30 days immediately preceding the start of the leave. An employee who experiences more than one reproductive loss event within a 12-month period may take a total of 20 days of reproductive loss leave within a 12-month period.

For purposes of this policy, a reproductive loss event is defined as the following:

- Failed adoption, meaning the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, where the employee would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy, meaning the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, where the employee would have been a parent of a child born as a result of the surrogacy.
- Miscarriage by the employee, the employee's current spouse or domestic partner, or another individual where the employee would have been a parent of a child born as a result of the pregnancy.
- Stillbirth resulting from the pregnancy of the employee, the employee's current spouse or domestic partner, or another individual where the employee would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction, which is defined as an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure for the employee, the employee's current spouse or domestic partner, or another individual where the employee would have been a parent of a child born as a result of the pregnancy.

Reproductive loss leave days need not be taken consecutively but generally must be completed within three months of the reproductive loss event. For a reproductive loss event that spans multiple days, the event is deemed to occur on the final day of the event.

If an employee is on, or chooses to go on, a leave of absence under state or federal law (including California Family Rights Act leave or pregnancy disability leave), either prior to or immediately following a reproductive loss event, the employee must complete reproductive loss leave within three months of the end date of the other leave.

Reproductive loss leave is unpaid. An employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.

The Company will maintain the confidentiality of any employee requesting reproductive loss leave. Any information provided to the Company regarding reproductive loss leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

The Company will not refuse to hire or discharge, demote, fine, suspend, expel, or discriminate against an individual because the individual exercised the right to reproductive loss leave provided by this policy or gave information or testimony as to their own reproductive loss leave, or another person's reproductive loss leave, in an inquiry or proceeding related to rights guaranteed under California's reproductive loss leave law. Further, the Company will not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right provided under California's reproductive loss leave law.

Pregnancy and Pregnancy-Related Disabilities Leave and Accommodation

Pregnancy Disability Leave

Any employee who is disabled by pregnancy, childbirth or a related medical condition (including medical conditions relating to lactation) is eligible for up to four months of pregnancy disability leave. If an employee is also eligible for leave under the federal Family and Medical Leave Act (Fed-FMLA), the Fed-FMLA leave and the pregnancy disability leave will run concurrently.

For purposes of this policy, employees are "disabled by pregnancy" when, in the opinion of their health care provider, they cannot work at all or are unable to perform any one or more of the essential functions of their job or to perform them without undue risk to themselves, the successful completion of their pregnancy or other persons as determined by a health care provider. The term "disabled" also applies to certain pregnancy-related conditions, such as severe morning sickness or the need to take time off for prenatal or postnatal care, bed rest, post-partum depression and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

Reasonable Accommodation for Pregnancy-Related Disabilities

Any employee who is affected by pregnancy may also be eligible for a temporary transfer or another accommodation. Employees are "affected by pregnancy" if they are pregnant or have a related medical condition and their health care provider has certified that it is

medically advisable for the employee to temporarily transfer or to receive some other accommodation.

The Company will provide a temporary transfer to a less-strenuous or -hazardous position or duties or other accommodation to an employee affected by pregnancy if:

- The employee requests a transfer or other accommodation;
- The request is based upon the certification of a health care provider as "medically advisable"; and
- The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No additional position will be created, and the Company will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job as a part of the accommodation process.

Examples of reasonable accommodations include: (1) modifying work schedules to provide earlier or later hours; (2) modifying work duties, practices or policies; (3) providing time off; (4) providing furniture (such as stools) and modifying equipment and devices; and (5) providing additional break time for lactation or trips to the restroom. If time off or a reduction in hours is granted as a reasonable accommodation, the Company will consider the reduced hours/time off as pregnancy disability leave and deduct those hours from an employee's four-month leave entitlement.

Advance Notice and Medical Certification

To be approved for a pregnancy disability leave of absence, a temporary transfer or other reasonable accommodation, employees must provide the Company with:

- 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable;
- As much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not possible; and
- A signed medical certification from their health care provider that states that they are disabled due to pregnancy or that it is medically advisable for them to be temporarily transferred or to receive some other requested accommodation.

The Company may require employees to provide a new certification if they request an extension of time for their leave, transfer or other requested accommodation.

Failure to provide the Company with reasonable advance notice may result in the delay of leave, transfer or other requested accommodation.

Duration

The Company will provide employees with pregnancy disability leave for a period not to exceed four months. The four months is defined as the number of days (and hours) the employee would normally work within four calendar months or 17.33 workweeks. This leave may be taken intermittently or on a continuous basis, as certified by the employee's health care provider.

The Company may require an employee to temporarily transfer to an available alternative position to meet the medical need of the employee to take intermittent leave or work on a reduced schedule as certified by the employee's health care provider. The employee must be qualified for the alternative position, which will have an equivalent rate of pay and benefits, but not necessarily equivalent job duties.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of pregnancy disability leave time the employee has available unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

The length of the transfer or other accommodation will depend upon the period of time for which it is medically advisable.

Benefits

The Company will maintain an employee's health insurance benefits during an employee's pregnancy disability leave for a period of up to four months (as defined above) on the same terms as they were provided prior to the leave time. If employees take additional time off following a pregnancy disability leave that qualifies as leave under the California Family Rights Act (CFRA) the Company will continue their health insurance benefits for up to a maximum of 12 workweeks in a 12-month period.

In some instances, the Company may recover premiums it paid to maintain health insurance benefits if an employee fails to return to work following pregnancy disability leave for reasons other than taking additional leave afforded by law or Company policy or not returning due to circumstances beyond the employee's control.

Integration With Other Benefits

Pregnancy disability leaves and accommodations that require employees to work a reduced work schedule or to take time off from work intermittently are unpaid. Employees may use their accrued vacation, sick or other paid time off (PTO) benefits during the unpaid leave of absence, if applicable. However, use of sick, vacation or other PTO benefits will not extend the available leave of absence time. Sick, vacation and other PTO leave hours will not accrue during any unpaid portion of the leave of absence, and employees will not receive pay for official holidays that are observed during their leave of absence except during those periods when they are substituting vacation or sick leave for unpaid leave.

Any State Disability Insurance for which employees are eligible may be integrated with accrued vacation, sick leave or other PTO benefits so that they do not receive more than 100 percent of their regular pay.

Reinstatement

If the employee and the Company have agreed upon a definite date of return from the leave of absence or transfer, the employee will be reinstated on that date if they notify the Company that they are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, the employee will be returned to work within two business days, where feasible, after notifying the Company of their readiness to return.

Before employees will be allowed to return to work in their regular job following a leave of absence or transfer, they must provide their Dahl Consulting representative with a certification from their health care provider that they can perform safely all of the essential duties of the position, with or without reasonable accommodation. If employees do not provide such a release prior to or upon reporting for work, they will be sent home until a release is provided. This time before the release is provided will be unpaid.

Employees will be returned to the same position upon the conclusion of their leave of absence or transfer unless the position ceases to exist. In cases where the employee's position no longer exists, the Company will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. However, employees will not be entitled to any greater right to reinstatement than if they had not taken the leave.

To the extent required by law, some extensions beyond an employee's pregnancy disability leave entitlement may be granted when the leave is necessitated by an employee's injury, illness or "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law.

The Company will not discriminate or retaliate against employees because they request or make use of leave, a transfer or other accommodations in accordance with this policy. This policy does not limit a pregnant employee's rights under any other policy or laws protecting gender, pregnancy and childbirth, or health conditions related to pregnancy or childbirth.

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

Family Military Leave

Employees may take up to 10 days of unpaid leave if they work an average of 20 or more hours per week and their spouse or registered domestic partner is on leave from deployment as a member of: (1) the Armed Forces of the United States deployed to an

area of military conflict designated as a combat theater or combat zone by the President of the United States; or (2) the National Guard or Reserves deployed during a period of military conflict. For purposes of this policy "military conflict" includes "a period of war declared by the United States Congress" or a period of deployment for which a member of the Reserves is ordered to active duty either by the Governor or the President of the United States.

Employees must provide the Company with notice of their intention to take leave within two business days of receiving official notice that their spouse or registered domestic partner will be on leave from deployment. The Company may also request that employees submit written documentation certifying that their spouse or registered domestic partner will be on military leave from deployment during the time of the requested leave.

Eligible employees may use all available accrued paid leave, such as vacation and paid time off, during a period of unpaid family military leave. Leave taken under this policy will not affect an employee's right to any other benefits.

The Company will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy.

School or Child Care Activities Leave

An employee who is a parent to one or more children who are of the age to attend a licensed child care provider, kindergarten or grades one through 12 may take up to 40 hours of leave per school year to participate in any of the following:

- Finding, enrolling or reenrolling the child in a school or with a licensed child care provider;
- Participating in school or child care-related activities; or
- Addressing a child care provider or school emergency.
- "Parent" includes parent, guardian, stepparent, foster parent, grandparent, and persons who stand *in loco parentis* (in place of a parent) to a child.

Time off for reasons other than a child care provider or school emergency is limited to eight hours per calendar month. Child care provider or school emergencies occur when the child cannot remain in school or with a child care provider due to one of the following:

- The school or child care provider has requested that the child be picked up or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires that the child be picked up from school or child care;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider (excluding planned holidays);
- A natural disaster (e.g., fire, earthquake or flood).

Employees wishing to take time off for a planned absence (e.g., to participate in scheduled school or child care provider activities or enroll a child in school or with a child

care provider), must provide reasonable advance notice to their Dahl Consulting representative. Employees needing time off to address a child care provider or school emergency must provide notice to their Dahl Consulting representative as soon as practicable.

The Company may require employees to provide documentation from the school or child care provider verifying that the employee participated in the school or childcare activity, including the date and time of the activity.

If both parents of a child work for Dahl Consulting only one parent - the first to provide notice - may take the time off, unless Dahl Consulting approves both parents taking time off simultaneously.

Employees must substitute any existing vacation time or other accrued paid time off (PTO) for any part of this leave. Employees who do not have vacation time or PTO available will be allowed time off without pay.

School Discipline Leave

Employees who are the parent or custodial guardian of a child in kindergarten or grades one through 12 may take time off when required, in accordance with California law, to attend a portion of a school day in the classroom of their child or ward because that child has been suspended.

To be eligible for leave, the employee must provide advance notice that their appearance at the school has been requested. The Company may require employees to provide documentation, including a copy of the school's notice or some other certification stating that the employee's presence at the school is mandatory.

Employees wishing to take such leave may use their existing vacation time or other accrued paid time off.

School visits for other purposes may be covered under the Company's School or Day Care Activities Leave policy.

The Company will not discharge, threaten, demote, suspend or in any other manner discriminate against an employee because they take time off to appear at the school of their child or ward in accordance with this policy.

Bone Marrow Donor Leave

Eligible employees who undergo a medically necessary procedure to donate bone marrow to another person will be provided with five workdays off in any one-year period, without a loss in pay. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins their leave. Employees may take leave in one or more periods, as long as the leave does not exceed five days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick, vacation or paid time off (PTO) concurrently with this time off. If an employee does not have enough earned sick, vacation or PTO time to cover the leave period, the remaining days of leave will be paid by the Company. Use of this leave will not be counted against any available leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of salary adjustments, sick leave, vacation, PTO, annual leave or seniority.

While on bone marrow donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee did not take a leave. For example, if an employee on bone marrow donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking bone marrow donor leave in accordance with this policy.

Organ Donor Leave

Eligible employees who undergo a medically necessary procedure to donate an organ to another person will be provided with up to 30 workdays off, without a loss in pay, and an additional 30 workdays off without pay, in any one-year period. For purposes of this policy, a "one-year period" is 12 consecutive months from the date the employee begins their leave. Employees may take leave in one or more periods, as long as the leave does not exceed 60 days in any one-year period.

Employees are eligible for leave if they have worked for the Company for at least 90 continuous days prior to the start of their leave.

Employees who seek leave under this policy must provide verification from a physician detailing the purpose and length of leave, including the medical necessity for the donation.

Employees must use all available accrued sick, vacation, or paid time off (PTO) concurrently with this time off for up to two weeks of the 30-workday paid leave period. If an employee does not have enough earned sick, vacation, or PTO time to cover the two-week period, then any remaining days of paid leave will be paid by the Company, up to 30 workdays.] Use of this leave will not be counted against any available leave under the

federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), if applicable. Leave under this policy is also not considered a break in service for purposes of salary adjustments, sick leave, vacation, PTO, annual leave or seniority.

While on organ donor leave, the Company will maintain all group health insurance benefits as if the employee was still at work. In most circumstances, upon return from this leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee did not take a leave. For example, if an employee on organ donor leave would have been laid off had they not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

The Company will not retaliate or tolerate retaliation against any employee for requesting or taking organ donor leave in accordance with this policy.

Military Leave

In addition to the federal protections included in the Company's Employee Handbook, employees in California who serve in the military are entitled to the rights and protections set forth in the California Military and Veteran's Code. Employees who are members of the National Guard or United States Reserve will be granted a temporary leave of absence without pay while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises and special exercises or like activities. This leave is not to exceed 17 calendar days annually, including time involved in going to and returning from such duty. Collateral benefits will not be restricted or terminated because of an employee's temporary incapacity as a result of the employee's duty in the National Guard, Naval Militia, State Military Reserve or federal reserve components of the United States Armed Forces, if the employee is ordered to duty or training for 52 weeks or less. Similarly, employees who are members of the state Military Reserve will be granted a temporary leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies or similar inactive duty training. This leave is not to exceed 15 calendar days annually, including time involved in going to and returning from that duty.

Employees who are members of California's National Guard or the National Guards of other states will be entitled to reinstatement upon return from a military leave for active service, so long as certain conditions are met. Employees returning from leave who were full-time employees will be restored to the same position or to a position of similar seniority, status and pay unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so, and part-time employees will be restored to the same position or to a position of similar seniority, status and pay, if any exists, so long as:

- The employee is an officer or enlisted member of the National Guard of any state;
- The employee was called to active duty by the Governor of the state in which the

employee serves in the National Guard or by the President of the United States;

- The employee received a certificate of satisfactory service in the National Guard;
- The employee is still qualified to perform the duties of the position;
- If the employee left a full-time position, they applied for reemployment within 40 days of being released from service; or, if the employee left part-time employment, they applied for reemployment within five days of being released from service; and
- The employee's position was not temporary.

For one year following reemployment, the Company will not discharge the employee without cause.

The Company will not discriminate against members of the military or naval services of California or the federal reserve component of the United States Armed Forces. If the proper authority calls upon an employee to perform military service or duty or attend a military encampment or place of drill or instruction, the Company will not hinder or prevent the employee from performing that service.

Emergency Responder Leave

The Company will not terminate or discipline any employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel because the employee takes time off to perform emergency duty before leaving the company's premises.

A "volunteer firefighter" includes any person registered as a volunteer member of a regularly organized fire department of a city, county, city and county or district having official recognition of the government of the city, county or district in which the department is located; or a regularly organized fire department of an unincorporated town.

"Emergency rescue personnel" includes any volunteer or paid officers, employees, or members of a fire department or fire protection or firefighting agency who perform first aid and medical services, rescue procedures and transportation or other related activities necessary to insure the health or safety of a person in immediate danger. Such personnel include those who work for the: (1) federal or state government; (2) city, county, city *and* county, district or other public or municipal corporation or political subdivision of this state; (3) sheriff's department, police department or private fire department; or (4) disaster medical response entity sponsored or requested by the state.

All time off taken under this policy is unpaid, except that exempt employees will be paid when required under applicable law.

Civil Air Patrol Leave

The Company will not terminate or discriminate against an employee who is a volunteer member of the Civil Air Patrol or prevent a member from performing service as part of the

California Wing of the Civil Air Patrol during an emergency operational mission. Additionally, the Company will not retaliate against an employee for requesting or taking Civil Air Patrol leave in accordance with this policy.

The Company will provide eligible employees with up to 10 days per year of leave, but no more than three days at a time, unless the emergency is extended by the entity in charge of the operation and the Company approves the extension. To be eligible for leave, employees must have been employed by the Company for at least 90 days immediately preceding the start of the leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible. The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave. The Company may deny leave if the employee fails to provide the required certification.

Leave taken under this policy is unpaid except that exempt employees will be paid when required by applicable law. Employees will not be required to exhaust accrued vacation or sick leave or any other type of accrued leave prior to taking unpaid civil air patrol leave, but may choose to use such benefits during leave to receive pay.

Following leave, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of Civil Air Patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay or other benefits.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service or serve as a juror or witness under court order. Under no circumstances will employees be terminated, coerced or penalized because they request or take leave in accordance with this policy.

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

Time spent engaged in attending court for prospective jury service or for serving as a juror or witness is not compensable except that exempt employees will not incur any reduction in pay for partial week's absence due to jury or witness duty. Employees may use vacation, personal leave or compensatory time off that is otherwise available to the employee for time spent responding to a summons and/or subpoena, for participating in the jury selection process or for serving on a jury or as a witness. Employees may retain any mileage allowance or other fees paid for the jury or witness duty.

Any employee on jury or witness duty is expected to report or return to work for the remainder of the work schedule when dismissed from jury or witness duty.

Crime Victim Leave (1-24 Employees)

Dahl Consulting will provide time off to any employee who is a victim, as that term is defined in this policy, so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety or welfare of the employee or the employee's child. For purposes of this policy, "victim" includes a victim of stalking, domestic violence, or sexual assault; a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or a person whose immediate family member is deceased as the direct result of a crime.

"Relief" includes, but is not limited to, a temporary restraining order, restraining order or other injunctive relief. "Immediate family member" includes the employee's:

- Child, regardless of age (including a biological, adopted, step-, or foster child; legal ward; child of a domestic partner; child to whom the employee stands *in loco parentis*; or person to whom the employee stood *in loco parentis* when the person was a minor);
- Parent (including a biological, adoptive, step-, foster parent or legal guardian of the employee or the employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child);
- Sibling (including a biological, foster, step-, half- or adoptive sibling);
- Spouse or registered domestic partner; or
- Any other individual whose close association with the employee is the equivalent of such family relationships.

Any employee against whom any crime has been committed will also be permitted time off to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding.

Employees should give the Company reasonable notice of the need for time off, unless advance notice is not feasible. When an unscheduled absence occurs, the Company may require the employee to provide written certification of the need for time off. Any of the following will be considered sufficient certification: a police report indicating the employee was a victim; a court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse; or any

other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Employees may use accrued paid time off, such as vacation time, in order to receive compensation during the leave of absence.

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 to additional leave under the Company's Leave to Attend Judicial Proceedings Related to Certain Felonies policy and Leave to Attend Court Proceedings for Serious Crimes policy. Employees should consult those policies and/or their Dahl Consulting representative for additional information.

The Company will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the Company will notify the employee before any information is released.

The Company will not discriminate or retaliate against any employee because of the employee's status as a victim of crime or abuse, if the employee provides the Company notice of such status, the Company has actual knowledge of such status or the employee takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave under this policy should contact their Dahl Consulting representative.

Crime Victim Leave (25+ Employees)

Dahl Consulting will provide time off to any employee who is a victim, as that term is defined in this policy, so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety or welfare of the employee or the employee's child. For purposes of this policy, "victim" includes a victim of stalking, domestic violence, or sexual assault; a victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or a person whose immediate family member is deceased as the direct result of a crime.

"Relief" includes, but is not limited to, a temporary restraining order, restraining order or other injunctive relief. "Immediate family member" includes the employee's:

- Child, regardless of age (including a biological, adopted, step-, or foster child; legal ward; child of a domestic partner; child to whom the employee stands *in loco parentis*; or person to whom the employee stood *in loco parentis* when the person was a minor);
- Parent (including a biological, adoptive, step-, foster parent or legal guardian of the employee or the employee's spouse or domestic partner or a person who stood *in*

loco parentis when the employee or employee's spouse or domestic partner was a minor child);

- Sibling (including a biological, foster, step-, half- or adoptive sibling);
- Spouse or registered domestic partner; or
- Any other individual whose close association with the employee is the equivalent of such family relationships.

Any employee against whom any crime has been committed will also be permitted time off to appear in court to comply with a subpoena or other court order as a witness in a judicial proceeding.

Employees should give the Company reasonable notice of the need for leave, unless advance notice is not feasible. When an unscheduled absence occurs, the Company may require the employee to provide written certification of the need for time off. Any of the following will be considered sufficient certification: a police report indicating the employee was a victim; a court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Additionally, an employee who is a victim may take time off for any of the following reasons: (1) to seek medical attention for injuries caused by the crime or abuse; (2) to obtain services from a domestic violence shelter, program, rape crisis center or victim services organization or agency as a result of the crime or abuse; (3) to obtain psychological counseling or mental health services related to an experience of crime or abuse; and (4) to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

If the reason for the leave is also covered by the federal Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), the leave pursuant to this policy and FMLA/CFRA will run concurrently. Additionally, the length of leave under this policy is limited to that provided under the FMLA. For example, an employee is not entitled to time off due to reasons in this policy if they have already exhausted the maximum 12 weeks of leave under the FMLA.

Employees may use accrued paid time off, such as vacation time, in order to receive compensation during the leave of absence.

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 to additional leave under the Company's Leave to Attend Judicial Proceedings Related to Certain Felonies policy and Leave to Attend Court Proceedings for Serious Crimes policy. Employees should consult those policies and/or their Dahl Consulting representative for additional information. The Company will keep all information submitted in connection with an employee's request for leave confidential to the extent permissible by law. If the law requires disclosure of information, the Company will notify the employee before any information is released.

The Company will not discriminate or retaliate against any employee because of the employee's status as a victim of crime or abuse, if the employee provides the Company notice of such status, the Company has actual knowledge of such status, or the employee takes or requests leave in accordance with this policy.

Employees who have questions about this policy or who wish to request a leave of absence under this policy should contact their Dahl Consulting representative.

Leave to Attend Judicial Proceedings Related to Certain Felonies

Dahl Consulting prohibits discrimination against an employee who wishes to take time off from work to attend judicial proceedings related to certain violent, serious or theft/embezzlement related felonies committed against the employee, the employee's immediate family member, the employee's registered domestic partner or a child of the employee's registered domestic partner.

"Immediate family member" is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

Before an employee may be absent from work to attend a judicial proceeding, the employee must give the employer a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee must provide within reasonable time documentation evidencing the judicial proceeding from (1) the court or government agency setting the hearing; (2) the district attorney or prosecuting attorney's office; or (3) the victim/witness office that is advocating on behalf of the victim.

Confidentiality of the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as vacation time or sick leave, in order to receive compensation during the time taken off from work.

Leave To Attend Court Proceedings for Serious Crimes

Dahl Consulting prohibits discrimination against an employee who is a victim of certain serious criminal offenses and wishes to take time off to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, or post-conviction release decision or any proceeding in which a right of the victim is at issue.

A "victim" means any employee who suffers direct or threatened physical, psychological or financial harm as a result of the commission or attempted commission of a serious criminal offense. The term "victim" also includes the employee's spouse, registered domestic partner, parent, child, sibling or guardian.

Before employees may take time off under this policy, they must provide the Company with reasonable advance notice of their intention to take time off, unless the advance notice is not feasible. If an employee must take an unscheduled absence due to victimization from a serious criminal offense, the employee must provide the Company with a certification within a reasonable time. The types of certification to account for an unscheduled absence include: a police report indicating the employee was a victim of one of the specified serious criminal offenses; a court order protecting or separating the employee from the perpetrator of one or more of the specified offenses, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or documentation from a medical professional, domestic violence counselor or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries resulting in victimization from one of the specific serious criminal offenses.

Confidentiality of the situation, including an employee's request for the time off, will be maintained to the greatest extent possible.

Employees may use accrued benefits, such as vacation time or sick leave, in order to receive compensation during the time taken off from work.

Time Off to Vote

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

Any employees who do not have sufficient time outside of working hours to vote in a statewide public election, while the polls are open, may take up to two hours off from work, without loss of pay. Any additional time off will be without pay. Employees must take the time off at the beginning or end of their regular work schedule, whichever allows the greatest amount of free time for voting and the least amount of time off from work, unless mutually agreed otherwise.

Employees must provide at least two working days' notice of the need for leave when, on the third working day prior to the election day, the employee knows or has reason to believe they will need time off to vote on election day. Otherwise, employees must give reasonable notice of the need to have time off to vote.

Election Officer Leave

The Company will not terminate, suspend or otherwise discriminate against employees who miss work to serve as an election officer on Election Day.

Time off under this policy will be unpaid.

The Company asks that employees provide reasonable advance notice of the need for time off to serve as an election official, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having served as an election official may be required.

PAY PRACTICES

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. All overtime must be approved in advance by the employee's supervisor. Working overtime without prior authorization may result in disciplinary action up to and including termination of employment.

All nonexempt employees in California will be paid a premium for overtime hours as follows:

1. One and one-half times their regular rate of pay for all hours worked in excess of 8 per workday, up to 12, or in excess of 40 in a workweek;
2. One and one-half times their regular rate of pay for the first 8 hours on the seventh consecutive day of work in a workweek; and
3. Double the regular rate of pay for all hours worked in excess of 12 in a workday and after 8 hours on the seventh consecutive day of work in a workweek.

All nonexempt employees are entitled to at least one day of rest every seven days in a workweek unless certain exceptions apply as described in the Company's Day of Rest Policy. An employee may independently and voluntarily choose not to take a day of rest and confirm such choice in writing with the Company.

Discussion of Wages

No employee is prohibited from disclosing the amount of their wages. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against an

employee who makes such a disclosure or because an employee exercises their rights, or aids or encourages other employees in exercising their rights, under California's Equal Pay Law.

This policy does not require disclosure of wages.

Meal and Rest Periods

The Company complies with federal and state legal requirements concerning meal and rest periods. The Company recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when the Company expects employees to take meal and rest periods.

Meal Periods

The Company provides at least a 30-minute meal period to employees who work more than five hours in a work period and a second 30-minute meal period to employees who work more than 10 hours in a work period, unless they have elected to waive a meal period in accordance with the Company's policy and state law. Under certain circumstances, employees can voluntarily elect to waive a meal period. Meal Period Waiver Forms are available from your Dahl Consulting representative.

When an employee works for a work period of more than five hours, the Company will provide a 30-minute meal period to start within the first five hours of work (e.g., if the employee begins work at 8 a.m., the meal period will be provided to start no later than 1 p.m.). When an employee works for a work period of more than 10 hours, the Company will provide a second 30-minute meal period to start within the first ten hours of work (e.g., if the employee begins work at 8 a.m. and takes a first unpaid meal period of exactly 30 minutes, the second meal period will be provided to start no later than 6:30 p.m.).

Employees are relieved of all of their duties during meal periods and are allowed to leave the premises.

The Company provides meal periods as follows:

Number of Hours Worked in a Work Period	Number of Meal Periods Provided	Comments
0 to \leq 5.0	0	An employee who does not work more than five hours in a work period is not provided with a meal period.

> 5.0 to ≤ 10.0	1	An employee who works more than five hours in a work period, but who does not work more than ten hours in a work period, is provided with a 30-minute meal period to start within the first five hours of work, subject to any meal period waiver in effect.
> 10.0	2	An employee who works more than 10 hours in a work period is provided with a second 30-minute meal period to start within the first 10 hours of work, subject to any meal period waiver in effect. The meal period waiver will be invalidated if the employee works more than 12 hours.

The Company does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute paid rest period for every four hours worked, or major fraction thereof. Employees are relieved of all of their duties during rest periods and are allowed to leave the premises. The Company authorizes and permits rest periods as follows:

Number of Hours Worked in a Work Period	Number of 10-Minute Rest Periods	Comments
0 to < 3.5	0	A non-exempt employee who works less than 3.5 hours in a work period is not entitled to a rest period.
3.5 to ≤ 6	1	A non-exempt employee who works 3.5 to 6 hours in a work period is entitled to one 10-minute rest period.
> 6.0 to ≤ 10.0	2	A non-exempt employee who works more than 6 hours in a work period but who does

		not work more than 10 hours in a work period is entitled to two 10-minute rest periods.
> 10.0 to ≤ 14.0	3	A non-exempt employee who works more than 10 hours in a work period but who does not work more than 14 hours in a work period is entitled to three 10-minute rest periods.
** Non-exempt employees who work more than 14 hours in a work period may be entitled to additional rest periods.		

Whenever practicable, rest periods should be taken near the middle of each four-hour work period. Employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving work early, or extending a meal period.

Because rest periods are paid, non-exempt employees should not clock out for them.

Responsibilities

Supervisors are responsible for administering their department's meal and rest periods.

Any non-exempt employee who is not provided with a meal period or authorized and permitted to take a rest period pursuant to the terms of this Policy is immediately entitled to a meal or rest period premium. Supervisors or your Dahl Consulting representative will be responsible for authorizing meal or rest period premiums. Any supervisor who knows or should reasonably know that a meal or rest period was not provided in accordance with this Policy should arrange for a premium to issue to the employee. Employees are responsible for reporting to their supervisor any meal period that was not provided or any rest period not authorized and permitted where the supervisor would have no reason to otherwise know of this fact. Employees who feel they are owed a premium as a result of this Policy, but have not received the premium, should report the missing premium immediately to their Dahl Consulting representative.

Lactation Accommodation

Employees have the right to request 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 each time the employee has need to express milk. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest periods already provided or additional time is needed, the lactation break time will be unpaid for non-exempt employees.

Employees will be relieved of all work-related duties during any unpaid break. When unpaid breaks or additional time are required, employees should work with their Dahl Consulting representative regarding scheduling and reporting the extra break time.

Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or other location to express milk in private. The lactation room or other location will not be a bathroom and will be safe, clean, free from hazardous materials, in close proximity to the employee's work area, shielded from view and free from intrusion by co-workers and/or the public. This location may be the place where the employee normally works, if applicable. The lactation room or other location will include a surface on which to place a breast pump or other personal items, a place to sit and electricity or alternative devices (e.g., an extension cord or charging station) needed to operate an electric or battery-powered breast pump. Lactating employees who pump breastmilk will also have access to a sink with running water and a refrigerator or alternative cooling device suitable for storing milk in close proximity to their workspace.

A room or other location identified for lactation may also be used for other purposes. However, during times when an employee is using the location for lactation purposes, that use will take precedence over all other uses. Employees who have questions or concerns related to lactation room scheduling conflicts should contact their Dahl Consulting representative. Any non-exempt employee who is not provided with a break as requested to express milk, should immediately contact their Dahl Consulting representative.

Lactation is considered a pregnancy-related condition under California law.

Employees who wish to request lactation accommodation should contact their Dahl Consulting representative. If the Company cannot provide break time or a location that complies with this Lactation Accommodation policy, the employee requesting the accommodation will be notified in writing.

The Company will not discriminate or retaliate against an employee who requests or uses a lactation accommodation in accordance with this policy or otherwise exercises their rights under California's lactation accommodation law. Employees who feel their lactation accommodation rights have been violated can file a complaint with the California Labor Commissioner's Office.

Lactation Accommodation (San Francisco Employees)

The Company complies with the San Francisco Lactation in the Workplace Ordinance ("LWO") and, in accordance with that law, will provide a reasonable amount of break time to accommodate an employee who performs 56 or more hours of work in San Francisco in a calendar year and wants to express breast milk for their children. Employees needing

breaks for lactation purposes may use ordinary paid rest periods or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest periods already provided or additional time is needed, the lactation break time will be unpaid for non-exempt employees.

Employees will be relieved of all work-related duties during any unpaid break.

When unpaid breaks or additional time are required, employees should work with their Dahl Consulting representative regarding scheduling and reporting the extra break time. The time an employee spends walking to and from the designated lactation location and/or a refrigerator or sink will not be counted as part of the employee's break time.

Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, in close proximity to their work area that is shielded from view and free from intrusion from co-workers and the public (the "Lactation Location"). The Lactation Location may be the employee's normal work area, if suitable. The Lactation Location will: be safe, clean and free from toxic or hazardous materials; contain a surface (e.g., a table or shelf) to place a breast pump and other personal items; contain a place to sit; and have access to electricity. The Company will also provide access to a refrigerator where employees can store breast milk and access to a sink with running water.

Employees have a right to request lactation accommodation. To request a lactation accommodation, employees should contact their Dahl Consulting representative. The Company will respond to a request for accommodation within five business days and will engage in an interactive process with the employee to determine the appropriate break periods and the Lactation Location for the employee. If the Company denies a request for lactation accommodation, it will provide a written statement identifying the reason(s) for doing so.

The Company prohibits retaliation against employees who request a lactation accommodation, file a complaint or otherwise report an alleged violation of the LWO, cooperate in an investigation of an alleged violation of the LWO or inform another person about their rights under the LWO.

Lactation is considered a pregnancy-related condition under California law. The Company will otherwise treat lactation as a pregnancy-related medical condition and address lactation-related needs in the same manner that it addresses other non-incapacitating medical conditions, including requested time off for medical appointments, requested changes in schedules and other requested accommodations.

Family Friendly Workplace (San Francisco Employees)

Employees may request a flexible or predictable working arrangement to assist with caregiving responsibilities when the employee is the primary contributor to the ongoing care for:

- A child or children under the age of 18 for whom the employee has assumed parental responsibility;
- A person with a serious health condition in a family relationship with the employee; or
- A person who is age 65 or older and in a family relationship with the employee.

For the purposes of this policy:

- A "child" includes the employee's biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis* to that child.
- A "family relationship" is defined as a relationship in which a caregiver is related by blood, legal custody, marriage or domestic partnership to another person as a spouse, domestic partner, child, parent, sibling, grandchild or grandparent.
- A "flexible working arrangement" is a change in the employee's regular working arrangement that provides an employee with flexibility to help with caregiving responsibilities.
- A "predictable working arrangement" is a change in the employee's regular working arrangement that provides an employee with scheduling predictability to help with caregiving responsibilities. If there is insufficient work for the employee during the predictable working arrangement period, the employee will not be paid during this time.

Employee Eligibility

Employees (including part-time employees) who (1) have been employed by the Company for at least six months; and (2) regularly work at least eight hours per week for the Company within the geographic boundaries of the City of San Francisco are eligible for a flexible or predictable working arrangement.

For the purposes of this policy, telework (i.e., work for the Company from the employee's residence or another location that is not a Company office or worksite) is considered work within the geographic boundaries of the City of San Francisco, if the Company maintains an office or worksite within the geographic boundaries of the City of San Francisco at which the employee may work or, prior to the COVID-19 pandemic, was permitted to work.

Requesting a Flexible or Predictable Working Arrangement

Employees must provide notice of the need for a flexible or predictable working arrangement. Notice must be in writing to your Dahl Consulting representative, although

an employee can first provide notice orally and then submit the notice in writing. The written request must specify the arrangement being sought, the date on which the employee wishes the arrangement to become effective, and the proposed duration of the arrangement, and must include an explanation of how the requested arrangement relates to caregiving.

The flexible or predictable working arrangement may include, but is not limited to: modifying the employee's work assignments or duties or making a change in the employee's terms and conditions of employment as they relate to: the number of hours the employee is required to work (e.g., part-time work, part-year employment or job-sharing arrangements); the employee's work schedule (e.g., modified hours, variable hours, predictable hours, or other schedule changes or flexibilities); or the employee's work location (e.g., telework). If an employee requests time off as a flexible work arrangement under this policy, such time will also be designated under the California Family Rights Act and/or any applicable paid sick and safe leave law provided the eligibility requirements for that law are met and the employee has not yet exhausted available leave under the applicable law(s).

The Company may require employees to attest to or provide verification of caregiver responsibilities before granting a request for a flexible or predictable work arrangement.

Human Resources may meet with the employee within 14 days of the request and will respond to the request in writing within 21 days of the employee's oral or written notice. These time frames may be extended by written agreement between the Company and the employee.

If the Company agrees to the requested flexible or predictable working arrangement, the Company will confirm the arrangement in writing to the employee. Although the Company will consider all flexible or predictable working arrangements submitted in accordance with this policy, the Company reserves the right to deny a requested arrangement because it would cause an undue hardship for the Company. Before denying a request, however, the Company will engage in an interactive process with the employee to attempt in good faith to determine a flexible or predictable work arrangement that is acceptable to the Company and the employee. If the request is denied, the Company will explain the basis of the denial in a written response.

If an employee's requested flexible or predictable working arrangement is denied, the employee may submit a written request for reconsideration within 30 days of the decision. Dahl Consulting will meet with the employee within 21 days of receiving the request for reconsideration and will inform the employee of the final decision in writing no later than 14 days after the meeting.

A flexible or predictable working arrangement may be altered by mutual agreement between the Company and the employee. If the Company determines that a flexible or predictable working arrangement is causing the Company an undue hardship, the Company will engage in an interactive process with the employee to attempt in good faith

to determine a different flexible or predictable working arrangement that would be acceptable to the Company and the employee. If this interactive process does not result in identifying a different flexible or predictable working arrangement, the Company may revoke the existing arrangement with 14 days' written notice to the employee.

Discrimination and Retaliation Prohibited

The Company prohibits discrimination against employees because of their caregiver status and will not take adverse employment action (e.g., termination, demotion) or otherwise retaliate against employees for exercising their rights under this policy or the San Francisco Family Friendly Workplace Ordinance.

Schedules, Hours, and Retention for Retail Workers (San Francisco)

Dahl Consulting complies with the San Francisco ordinances regarding Predictable Scheduling and Fair Treatment for Formula Retail Employees and Hours and Retention Protections for Formula Retail Employees (collectively "Formula Retail Ordinances"). In accordance with the Formula Retail Ordinances, the Company adopts the following policies and practices:

Work Schedules

Prior to the start of employment, the Company will provide new employees with a good faith estimate, in writing, of the employee's expected minimum number of scheduled shifts per month, as well as the days and hours of those shifts. At that time, the new employee may request that the Company modify the proposed work schedule. The Company will consider any such request, and, in its sole discretion, may accept or reject the request. The Company will notify the employee of its determination prior to the start of employment.

The Company will provide at least two weeks' notice of employees' work schedules by either: (a) posting the work schedule; or (b) transmitting the work schedule by electronic means.

The Company will provide notice to employees of any change to the employee's posted or transmitted work schedule, except in the case of schedule changes requested by the employee (e.g., employee-requested sick leave, time off, shift trades or additional shifts). If the Company changes or cancels an employee's previously-scheduled shift, or requires the employee to report for a previously unscheduled shift, we will provide the affected employee with any required "predictability pay" in accordance with applicable law.

The Company may not provide notice regarding scheduling changes and will not provide "predictability pay" for scheduling changes if:

- The Company provides at least seven days' notice of the schedule change;

- The employee's store cannot open or remain open because of threats to employees or property, public utilities failure, recommendations by civil authorities, or causes outside of the Company's control;
- Another employee previously scheduled to work that shift is unable to work due to illness, vacation or Company-provided paid or unpaid time off and did not provide at least seven days' notice of the absence;
- Another employee previously scheduled to work that shift does not report to work on time and is not permitted to work the shift as a result of disciplinary action;
- The Company requires the employee to work overtime (i.e., mandatory overtime); or
- The employee trades shifts with another employee or requests a change in shift(s), hours or work scheduled.

Additional Hours for Part-Time Employees

Before hiring new employees or using subcontractors, temporary services or a staffing agency to do work, the Company will offer, in writing or through a posting in a conspicuous location in the workplace or, additional hours of work to current part-time employees, provided that:

- The part-time employees are qualified to do the additional work;
- The part-time employees have already performed the same or similar work for the Company; and
- The additional hours of work would not cause the employee to work overtime (daily or weekly) or more than 35 hours in the workweek.

An employee will have 72 hours from the time when the offer of additional hours is posted or from the time when the employee receives the written offer of additional hours, whichever is later, to accept the additional hours. Employees who wish to accept the additional hours must do so in writing. After 72 hours, the Company may hire new employees to work the additional hours.

Change of Business Ownership

If the Company's business changes ownership, the Company will provide to the new owners a contact list of existing employees for the new owners' retention of those employees for at least 90 days from the sale or transfer of the business. This does not apply to supervisor, managerial or confidential employees.

Starting Hourly Wages for Part-time Employees

Part-time employees will receive the same starting hourly wage provided to starting full-time employees who hold jobs that require equal skill, effort and responsibility and are performed under similar working conditions.

Access to Paid and Unpaid Time Off for Part-Time Employees

The Company will provide part-time employees with the same access to Company-provided paid and unpaid time off that the employer provides to full-time employees for the same job classification. However, the part-time employee's eligibility for Company-provided paid or unpaid time off may be pro-rated based on the number of hours the part-time employee works.

Eligibility for Promotion

Part-time employees will receive treatment equal to that of full-time employees concerning eligibility for promotions for the same job classification. The Company may condition eligibility for promotion on the employee's availability for full-time employment and on reasons other than the part-time status of the employee, such as the nature and amount of the employee's prior work experience.

Retaliation Prohibited

The Company will not terminate, threaten to terminate, demote, suspend or otherwise take adverse action against an employee in retaliation for exercising rights protected under the Formula Retail Ordinances, nor will the Company tolerate such retaliation.

Schedules, Hours, and Retention for Retail Workers (Los Angeles)

Dahl Consulting complies with the Los Angeles Fair Work Week Ordinance (the "FWWO"). In accordance with the FWWO, the Company adopts the following policies and practices:

Work Schedules

Prior to the start of employment, the Company will provide new employees with a good faith estimate, in writing, of the employee's work schedule, including the hours, days, and times, including on-call shifts, when the employee will be required to work or be on-call to work; the estimated number of hours the employee will be expected to work each week; the locations the employee will be expected to work; and whether the employee can expect to work on-call shifts. The Company will also provide a written good faith estimate of a current employee's work schedule within 10 days of an employee's request. Upon receipt of a good faith Work Schedule, an employee may request a preference for certain hours, times, or locations of work. The Company will consider any such request, and, in its sole discretion, may accept or decline the request, and will provide the employee written notice of the reason for any denial.

The Company will provide at least two weeks' notice of employees' work schedules by either: (a) posting the work schedule; or (b) transmitting the work schedule by electronic means.

The Company will provide written notice to employees of any Company-initiated change to the employee's posted or transmitted work schedule. An employee has the right to decline any hours, shifts, or work location changes not included in the work schedule. If the Company changes or cancels an employee's previously scheduled shift, or requires the employee to report for a previously unscheduled shift, the Company will provide the affected employee with any required "predictability pay" in accordance with applicable law.

The Company will not provide "predictability pay" for schedule changes if:

- An employee initiates the requested work schedule change;
- An employee accepts a schedule change initiated by the Company due to an absence of another scheduled employee;
- An employee accepts "additional hours" pursuant to the "Offer of Additional Hours" section of the policy below;
- An employee's hours are reduced due to the employee's violation of any existing law or of the Company's lawful policies and procedures;
- The Company's operations are compromised pursuant to law or force majeure; or,
- Extra hours worked require the payment of an overtime premium under California law.

The Company will not require an employee to find coverage for a shift or partial shift if the employee is unable to work for reasons protected by law.

Right to Rest and Additional Pay

The Company will not schedule an employee to work a shift that starts less than 10 hours from the employee's last shift without the employee's written consent. An employee will be paid a premium of time and a half for all hours in the second shift if the second shift is not separated from the first shift by at least 10 hours.

Offer of Additional Hours

Before hiring new employees or using subcontractors, temporary services or a staffing agency to do work, the Company will offer, in writing or through a posting in a conspicuous location in the, additional hours of work to current part-time employees, provided that:

- One or more current employees are qualified to do the additional work as reasonably determined by the Company; and
- The additional hours of work would not result in the payment of a premium rate for overtime work.

The Company will make the offer for additional work hours to each current employee in writing or by posting the offer in a conspicuous location in the workplace where employee notices are customarily posted. The Company will make the offer at least 72 hours before hiring any new employee or using a contractor, temporary service or staffing agency. Upon receipt of the offer, an employee will have 48 hours to accept the offer of additional

hours. Employees who wish to accept the additional hours must do so in writing. If more current employees accept the additional hours than are needed, the Company will award the additional hours using a fair and equitable distribution method.

Upon expiration of the 48-hour period, or at any time after receiving written confirmation from all employees that they are not interested in accepting additional hours of work, the Company may hire new employees or retain the services of a contractor, temporary service or staffing agency to work the additional hours that were not accepted by current employees.

Retaliation Prohibited

The Company will not discharge, reduce in compensation or otherwise discriminate against any employee for opposing any practice prohibited by the FWWO, participating in proceedings related to the FWWO, seeking to enforce their rights under the FWWO by any lawful means, or for otherwise asserting rights under the FWWO.

Scheduling for Part-Time Employees (San Jose)

In accordance with the San Jose Opportunity to Work Ordinance, the Company adopts the following policies and practices:

Additional Hours for Qualified Part-Time Employees

Before hiring new employees or using subcontractors, temporary services or a staffing agency to do work, the Company will offer additional hours of work to existing part-time employees, provided that:

- The Company determines in its good faith and reasonable judgment that the part-time employees have the skills and experience to perform the additional work; and
- The additional hours of work would not cause the Company to have to compensate the employee at time-and-a-half or any other premium rate under any law or collective bargaining agreement.

For purposes of this policy, part-time employees are defined as nonexempt employees working less than 35 hours per week who (1) performed at least two hours of work for the Company in the last calendar week and within the geographic boundaries of San Jose, and (2) are entitled to payment of the minimum wage under California law.

The Company will use a transparent and nondiscriminatory process to distribute hours of work among existing employees.

Retaliation Prohibited

The Company will not terminate, threaten to terminate, demote, suspend, harass, discriminate or otherwise take adverse action against an employee in retaliation for

exercising rights protected under the San Jose Opportunity to Work Ordinance, nor will the Company tolerate such retaliation.

Family and Environment Friendly Workplace (Berkeley Employees)

Dahl Consulting complies with the Berkeley Family Friendly and Environment Friendly Workplace Ordinance (BFFEFWO). In accordance with the BFFEFWO, the Company adopts the following policies and practices:

Right to Request a Flexible or Predictable Working Arrangement

Employees who have been employed by the Company for at least three months and work at least eight hours per week on a regular basis have the right to request a flexible or predictable working arrangement. A “flexible working arrangement” means a change in an employee’s terms and conditions of employment that provides flexibility, including, but not limited to: a modified work schedule; changes in start and/or end times for work; part-time employment; job sharing arrangements; working from home; telecommuting; reduction or change in work duties; or part-year employment.

A “predictable working arrangement” means a change in an employee’s terms and conditions of employment that provides a consistent or reliable pattern of work assignment, including, but not limited to: days scheduled to work; start time and end time and work site location with at least seven (7) calendar days’ notice prior to the start of the scheduled shift.

An employee who wishes to request a flexible or predictable working arrangement must submit a written request specifying the desired working arrangement, including the date on which the employee requests the arrangement to start, and the duration of the arrangement. An employee may submit such requests two times within any 12-month period, unless the employee experiences a major life event (as defined by the BFFEFWO), in which case the employee may make an additional request. An employee may make requests in addition to those permitted, but such requests are beyond the scope of this policy and the Company’s obligations.

When an employee submits a written request for a flexible or predictable working arrangement, the Company will meet with the employee within 21 calendar days of the request. The Company will consider the request and provide a written response within 21 calendar days of meeting with the employee. The Company may grant or deny the employee’s request. If the request is granted, the Company will confirm the arrangement in writing to the employee. If the request is denied, the Company will provide a written explanation that sets forth a business reason for the denial. Further, the Company may later revoke or modify a flexible or predictable working arrangement for business reasons, and in such event, the Company will give the employee reasonable notice related to the change of their work schedule and provide the employee a written explanation of the business reason for revoking or modifying the working arrangement within 21 days of modifying or canceling the working arrangement.

Retaliation Prohibited

The Company will not discharge, threaten to discharge, demote, suspend, or otherwise take adverse employment action against an employee for exercising rights protected by the BFFEFWO, including, but not limited to, the right to request a flexible or predictable working arrangement under the ordinance, the right to request reconsideration of a denial of a request for a flexible or predictable working arrangement, the right to file a complaint alleging a violation of any provision of the ordinance, the right to cooperate with an investigation of any alleged violation of the ordinance, and the right to inform any person of their rights under the BFFEFWO.

Schedules and Hours Under the Fair Workweek Ordinance (Berkeley)

Dahl Consulting complies with the Berkeley Fair Workweek Ordinance (BFWO). In accordance with the BWFO, the Company adopts the following policies and practices:

Work Schedules

The Company will provide each employee with a good faith estimate, in writing, of the employee's work schedule. The Company will provide new employees an initial work schedule prior to or on the first day of employment. Thereafter, new employees will be included in the existing schedule with other employees.

An employee can submit a written request to modify the estimated work schedule. The Company will consider any such request, and, in its sole discretion, may accept or decline the request, and will provide the employee written notice of its determination prior to or on commencement of employment.

The Company will provide at least two weeks' notice of employees' work schedules by either: (a) posting the work schedule; or (b) transmitting the work schedule by electronic means.

Upon request, the Company will refrain from posting or transmitting to other employees the schedule of an employee who is a victim of domestic violence or sexual violence. The Company may request a written statement from an employee that states the employee is a victim of domestic violence or sexual violence. The Company will not require an employee to provide such a written statement more than once in a calendar year.

The Company will provide written notice to employees of any change to the employee's posted or transmitted work schedule within 24 hours of the schedule change, except in the case of schedule changes requested by the employee (e.g., employee-requested sick leave, time off, shift trades or additional shifts). An employee has the right to decline any previously unscheduled hours, the Company adds to the employee's schedule, and for which the employee has been provided advance notice of less than 14 days before the first day of any new schedule, unless an exception applies. If the Company adds or subtracts hours, moves to another date or time, cancels, or adds a previously unscheduled shift to an employee's schedule, the Company will provide the affected

employee with any required “predictability pay” per shift in accordance with applicable law.

“Predictability pay” is not owed if:

- An employee initiates the requested work schedule change (such as voluntary requests to leave a scheduled shift prior to the end of the shift or to use sick leave, vacation leave, or other policies offered by the Company);
- An employee mutually agrees to swap shifts or arrange coverage with another employee;
- An employee works 30 minutes or less past the end of a scheduled shift to complete service to a customer, provided the employee is compensated at their regular rate of pay for the additional work performed;
- An employee begins or ends their scheduled shift no more than 10 minutes prior to or after the scheduled shift, provided the employee is compensated at their regular rate of pay for the additional work performed;
- The Company’s operations cannot begin or continue due to threats to covered employers, employees or property, or when civil authorities recommend that work not begin or continue;
- The Company’s operations cannot begin or continue because public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system; or
- Events outside the Company’s control result in a reduction in the need for manufacturing employees, including, but not limited to, when a customer requests the Company to delay production or there is a delay in the receipt of raw materials or component parts needed for production; or
- The Company’s operations cannot begin or continue due to acts of nature (including but not limited to flood, fire, explosion, earthquake, tidal wave, drought), pandemic, war, civil unrest, strikes, or other cause not within the Company’s control.

Offer of Additional Hours to Part-Time Employees

Before hiring new employees or using subcontractors, temporary services or staffing agencies to do work, the Company will offer, in writing or through a posting in a conspicuous location in the workplace, additional hours of work to current part-time employees, provided that:

- The part-time employees have worked on behalf of the Company for more than two weeks;
- The part-time employees are qualified to do the additional work, as reasonably and in good faith determined by the Company;
- The additional hours needed are not the same hours the part-time employee is already scheduled to work; and
- The additional hours would not result in the payment of a premium rate.

The Company will distribute hours in its discretion but will not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, disability, age, marital or familial status, or family caregiving responsibilities. The Company will not distribute hours in a manner intended to avoid an increase in the number of employees working 30 or more hours per week.

A part-time employee to whom additional hours are offered may, but is not required to, accept the offer of additional work. Part-time employees will have 24 hours to accept an offer of additional hours of work, after which time the Company may hire new employees to work the additional hours. The 24-hour period to accept the offer begins either when the employee receives the written offer of additional hours, or when the Company posts the offer of additional hours, whichever is sooner. An employee who wishes to accept the additional hours must do so in writing.

Right to Rest

An employee has the right to decline work hours that occur less than 11 hours after the end of the employee's previous shift. However, an employee who agrees in writing to work such hours will be compensated at one and one-half (1.5) times the employee's regular rate of pay for any hours worked less than 11 hours following the end of a previous shift.

Right to Request a Flexible Working Arrangement

Employees also have the right to request a modified work schedule, including, but not limited to: additional shifts or hours; changes in days of work or start and/or end times for the shift; permission to exchange shifts with other employees; limitations on availability; part-time employment; job sharing arrangements; reduction or change in work duties; or part-year employment. The Company may accept, modify, or decline the employee's request.

Retaliation Prohibited

The Company will not discharge, reduce in compensation, discriminate against, or take any adverse employment action against an employee, including discipline, suspension, transfer or assignment to a lesser position in terms of job classification, job security, or other condition of employment, reduction of hours or denial of additional hours, informing another employer that the person has engaged in activities protected by this chapter, or reporting or threatening to report the actual or suspected citizenship or immigration status of an employee, former employee or family member of an employee to a Federal, State or local agency, for making a complaint, participating in any proceedings, using any civil remedies to enforce their rights under the BWFO.

Day of Rest

In each workweek, Dahl Consulting will provide employees with at least one day of rest for every seven days within the workweek unless their total hours worked are 30 hours or

less in the workweek and six hours or fewer every day of the workweek. If the nature of the employee's work reasonably requires that the employee work seven or more consecutive days, the day of rest requirement may be met by providing an average of one day's rest for every seven days on a monthly basis (e.g., four days of rest per calendar month). An employee may also independently and voluntarily choose and confirm in writing not to take a day of rest.

This policy does not apply in cases of emergency or to work performed in the protection of life or property from loss or destruction.

The Company will reasonably accommodate the observance of a Sabbath or other religious holy day by employees, unless doing so would result in undue hardship to the conduct of Company business.

Employees will be paid for all hours worked in compliance with federal, state and local law.

EMPLOYEE BENEFITS

California State Disability Insurance

California employees who are temporarily disabled by a non-work-related injury or illness (including disability due to pregnancy) may be eligible to receive benefits through the California State Disability Insurance (SDI) program. Employees may also be eligible for SDI if they return to work on a reduced basis while recovering from a disability, if they are transferred to a lower-paying job position due to their disability, or when they are receiving temporary workers' compensation at a rate less than the daily SDI benefit amount. To be eligible for SDI benefits, employees must have earned at least \$300 from which SDI deductions were withheld during their base period (generally, the 12 months prior to the quarter in which the claim is made).

SDI benefits are not paid during the first seven consecutive days of any period of disability. SDI benefits begin on the eighth consecutive day of a disability and may continue being paid up to a maximum of 52 weeks or the amount of wages earned in the employee's base period for calculating benefits, whichever is less. The weekly benefit amount is generally 60 to 70 percent of the employee's earnings (depending upon the employee's income), with benefits capped according to a state-imposed maximum weekly benefits amount.

Employees will generally not be eligible to receive SDI benefits if they are receiving workers' compensation, permanent disability, or unemployment. Employees cannot collect both SDI benefits and California Paid Family Leave (PFL) benefits concurrently. However, employees may use any accrued but unused vacation or sick leave prior to receiving SDI benefits. Employees may also choose to use accrued but unused vacation or sick leave to supplement SDI benefits received; if the employee chooses to do so, the Company will integrate all paid benefits so that the employee will not be paid more than their regular compensation at any time.

The SDI benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. Employees are required to obtain approval for a leave of absence by contacting their supervisor or the Human Resources department and complying with applicable eligibility, notice, and certification requirements when required by Company policy or applicable law. When applicable, SDI benefits may be used concurrently with leave time available under the California Family Rights Act, the federal Family and Medical Leave Act, and any other applicable law.

Employees must file their claim for SDI benefits between 9 and 49 days after becoming disabled. Employees will also be required to provide certification of the disability from a health care provider. Employees may file a claim for SDI benefits with the California Employment Development Department through [SDI Online](#)

Family Leave Insurance

Employees may be eligible for up to eight weeks of state-provided paid family leave (PFL) insurance benefits when they take time off for one of the following purposes:

- To bond with a child during the first 12 months after the child's birth or after the placement of a child for adoption or foster care with the employee;
- To care for an immediate family member (spouse, registered domestic partner, child, parent, grandparent, grandchild, sibling and parent-in-law defined by the PFL law) who is seriously ill and requires care; or
- To participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child or parent in the U.S. Armed Forces.

The PFL benefits described in this policy are a state-provided partial wage replacement benefit, not a protected leave of absence. To obtain approval for a leave of absence for the reasons set forth above, employees must contact their Dahl Consulting representative and comply with applicable eligibility, notice, and certification requirements when required by state or federal law.

Amount and Duration of Benefits

The weekly benefit amount is generally 60 or 70 percent of the employee's earnings (depending upon the employee's income), with benefits capped according to a state-imposed maximum weekly benefits amount. Employees may receive up to eight weeks of PFL benefits during a 12-month period but may not receive more benefits than earned in wages during the base period for calculating benefits (generally, the 12 months prior to the quarter in which the claim is made).

When applicable, PFL benefits will run concurrently with leave time available under the California Family Rights Act and the federal Family and Medical Leave Act. Employees may use any accrued but unused sick leave prior to receiving PFL benefits.

Supplemental Compensation for New Child Bonding (San Francisco)

Pursuant to the San Francisco Paid Parental Leave Ordinance ("SFPPLO"), the Company will provide Supplemental Compensation to an eligible employee during employment when the employee receives California Paid Family Leave ("California PFL") benefits from the State of California ("the State") to bond with a minor child during the first year after the child's birth or placement through foster care or adoption.

Eligibility

All employees who perform work within San Francisco are eligible if they satisfy all of the following requirements:

- The employee began employment with the Company at least 180 calendar days prior to the first day of leave for which California PFL benefits for New Child Bonding are payable;
- The employee performs at least eight hours of work per week for the Company in San Francisco;
- At least 40% of the employee's total weekly hours worked for the Company are in San Francisco; and
- The employee is eligible to receive paid family leave compensation under the California Paid Family Leave law for the purpose of New Child Bonding.

Employees can elect to receive California PFL benefits intermittently, receiving the eight weeks of California PFL benefits in separate increments while taking leave during the 12-month period following the birth or placement of a child. For employees using California PFL intermittently, eligibility for Supplemental Compensation will be assessed at the beginning of each increment of intermittent leave. Accordingly, an employee who does not meet the 180-day eligibility requirement during the first increment of intermittent leave could still satisfy the requirement for subsequent increments. In addition, an employee may become ineligible for Supplemental Compensation if, between one intermittent receipt of California PFL benefits and the next, the employee's hours or work location change such that the employee no longer meets the eligibility requirements.

Definitions

New Child Bonding: Bonding with the employee's minor child during the 12-month period immediately following the birth of the child or placement of the child, through adoption or foster care, with the employee, for the period covered by the California PFL benefits law.

Maximum Weekly Benefit Amount: The Maximum Weekly Benefit Amount is determined by the State by using the employee's highest-earning calendar quarter during an approximate 12- month base period.

Supplemental Compensation: Supplemental Compensation is a partial wage replacement that is provided by the Company to an eligible employee during the period when the

employee receives California PFL benefits from the State for New Child Bonding. Supplemental Compensation and California PFL benefits together will not to exceed 100% of an employee's weekly salary and are subject to the Maximum Weekly Benefit Amount.

Duration and Timing of Supplemental Compensation

An employee may receive Supplemental Compensation for a period of up to eight weeks so long as the employee meets the eligibility, and documentation requirements set forth in this policy. The timing of an employee's receipt of Supplemental Compensation will depend on when the Company receives information directly from the State or, from the employee, a copy of the State's Notice Computation and confirmation that the employee has received the first California PFL benefits payment. Upon receipt of information from the employee and/or the State that is necessary to process payment, the Company will make a good faith effort to process the initial Supplemental Compensation payment in the next full pay period. To the extent possible, any additional Supplemental Compensation payment(s) will be processed in accordance with the Company's established pay schedule. There may be some situations where Supplemental Compensation is not paid to the employee until after the employee has returned from new child bonding. In those cases, the Company will pay the total Supplemental Compensation within thirty days of receiving the information required to process payment.

Calculation of Supplemental Compensation

Under California's PFL benefit program, an employee may receive income replacement from the State equal to approximately 60% or 70% of the employee's weekly wages, subject to the Maximum Weekly Benefit Amount. Supplemental Compensation is provided to an eligible employee so that, in combination with the California PFL benefit, the eligible employee may receive approximately 100% of the employee's weekly wages, subject to the Maximum Weekly Benefit Amount. All payments will be integrated so that an eligible employee will receive no greater compensation than their regular compensation during this period.

The State sets a ceiling on the amount an employee receiving California PFL benefits can be assumed to earn. This ceiling is also applied to Supplemental Compensation. In the case of an eligible employee whose weekly wages exceed the ceiling, Supplemental Compensation will not be calculated to reach 100% of the employee's normal gross weekly wage. Rather, the amount of Supplemental Compensation will be subject to the ceiling and will be calculated based on the gross wage obtained by dividing the State's Maximum Weekly Benefit Amount by the percentage rate of wage replacement provided under the California PFL benefit law.

The Company will determine the amount of weekly Supplemental Compensation to be paid to an eligible employee once the necessary information regarding California PFL benefits is obtained from the employee or the State. Any increases in an employee's regular compensation will not necessarily result in an increase in Supplemental Compensation. However, the Company may recalculate the amount of Supplemental

Compensation provided to an employee in situations where the employee's leave is intermittent and the employee's weekly wages decrease between the time the employee receives the first increment of PFL benefits and any subsequent period where the benefits are received for the same leave. This will be done to ensure the employee does not exceed 100% of the employee's weekly wage and is not subject to an overpayment charge from the State.

Involuntary Separation from Employment

If an employee is involuntarily separated from employment during the New Child Bonding period, the Company will continue to provide Supplemental Compensation for that period during which the employee continues to receive California Paid Family Leave benefits.

Voluntary Separation from Employment

If an employee voluntarily separates from employment with the Company within 90 days of the end of the California PFL period for New Child Bonding, the employee will be required to reimburse the Company for the full amount of Supplemental Compensation paid to them, upon receiving a written request for reimbursement from the Company.

Required Documentation for Supplemental Compensation

An employee must provide (or agree to provide) certain documentation and information to the Company before the employee will be able to receive Supplemental Compensation. Prior to receiving any Supplemental Compensation, an employee must either: (1) provide the Company with a copy of the Notice of Computation of PFL Benefits the employee receives from the State; or (2) authorize the State to disclose the employee's California PFL weekly benefit amount to the Company, at the time when the employee applies for California PFL benefits. An employee may choose to do both 1 and 2 in order to help avoid potential delays in calculating Supplemental Compensation.

If an employee chooses option 1, the employee must, upon receipt, provide the Company with the Notice of Computation and also upon receipt of the first California PFL benefits payment, submit a copy of the Notice of Payment. If an employee chooses option 2, the employee must notify the Company upon receipt of the first California PFL payment, so that the Company can contact the State to determine the employee's weekly California PFL benefit amount.

Employees must also complete a San Francisco Paid Parental Leave form (the "SFPPLO Form"). In Section 3 of the SFPPLO Form, employees must execute an agreement to reimburse the full amount of Supplemental Compensation received from the Company in the event that they voluntarily separate from employment under the circumstances described in the Voluntary Separation from Employment section above.

Employees with more than one employer must also complete section 4 of the SFPPLO Form by providing information pertaining to wages received from all employers during the 90 days prior to the California PFL period.

Employees who are receiving California PFL benefits for intermittent new child bonding leave must provide the Company with the schedule of intermittent leave they have submitted to the State and notify the Company of any changes in that schedule.

Employees who fail to provide any or all of the required documentation will be disqualified from receiving Supplemental Compensation.

Protected Rights

The Company will not interfere with, restrain, or deny the exercise of or the attempt to exercise, any right protected under the SFPPLO. Such rights include but are not limited to the right to Supplemental Compensation pursuant to the SFPPLO; the right to file a complaint or inform any person about any employer's alleged violation of the SFPPLO; the right to cooperate with the San Francisco Office of Labor Standards in its investigations of alleged violations of the SFPPLO; and the right to inform any person of their possible rights under the SFPPLO.

Supplemental Compensation for Military Leave (San Francisco)

Pursuant to the San Francisco Military Leave Pay Protection Act (MLPPA), the Company will provide Supplemental Compensation to covered employees during a qualifying military leave for up to 30 days in a calendar year.

Eligibility

Employees who perform work within the geographic boundaries of San Francisco, including part-time and temporary employees, are eligible for Supplemental Compensation for military leave if they are a member of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed service organization, and are absent from work for "military duty." For purposes of this policy, "military duty" is defined as active military service in response to the September 11, 2001 terrorist attacks, international terrorism, the conflict in Iraq, or related extraordinary circumstances, or military service to provide medical or logistical support to federal, state, or local government responses to the COVID-19 pandemic, natural disasters, or engagement in military duty ordered for the purposes of military training, drills, encampment, naval cruises, special exercises, Emergency State Active Duty, or like activity. Employees are required to comply with the Company's reasonable notice procedures when the need for leave to perform military duty is foreseeable. The Company will not require, as a condition of receiving Supplemental Compensation, that an employee search for or find a replacement worker to cover the hours during which the employee is on leave for military duty.

Calculating Supplemental Compensation

For purposes of this policy, "Supplemental Compensation" means the difference between the amount of the employee's "gross military pay" and the amount of gross pay the employee would have received from the Company, had the employee worked their

regular work schedule (excluding overtime unless regularly scheduled as part of the employee's regular work schedule). Gross military pay does not include Military Pay Allowances, such as combat, clothing, housing, or aviation. "Gross pay" includes wages for hours the employee would have worked (including overtime if the employee was regularly scheduled for overtime), as well as all benefits, including health care, retirement, and profit-sharing benefits. In no case will Supplemental Compensation result in an employee receiving greater pay than they would have received if they had worked their regular work schedule rather than taken leave for military duty.

Duration and Timing of Supplemental Compensation

An employee may receive Supplemental Compensation for a period of up to 30 days in a calendar year so long as the employee meets the eligibility requirements. Leave for military duty with Supplemental Compensation can be taken in daily increments for one or more days at a time, for up to 30 days in a calendar year. The Company will make a good faith effort to provide the Supplemental Compensation no later than the payday for the payroll period when the employee's military leave begins.

Documentation for Supplemental Compensation

To enable the Company to properly calculate an eligible employee's Supplemental Compensation, the eligible employee should provide the Company with their written military orders and a current military Leave and Earnings Statement (LES). Employees should also verify the LES correctly reflects the employee's current gross military pay as military compensation is subject to change based on a number of factors.

In the absence of such documentation, the Company will request that the employee provide their military rank and total number of years of military service to enable the Company to use the Defense Finance Accounting Service's current basic pay rate chart to calculate gross military pay.

Repayment of Supplemental Compensation

Employees who receive Supplemental Compensation and are fit for employment in their previous positions upon release from military duty, but who fail to return to their positions within 60 days of release from military service, may be required to repay an amount, up to the entire amount, of the Supplemental Compensation that they received from the Company with interest. In these situations, the Company will treat already-provided Supplemental Compensation as a loan payable with interest. Any loan taken by the Company against the employee to recoup previously paid Supplemental Compensation will be repaid in equal monthly installments with interest over a period not to exceed five years. Loan repayments will begin either 90 days after the employee was released from military service or when the employee is determined to be fit for employment and fails to return to their position, whichever is later.

Protected Rights

The Company will not interfere with, restrain, or deny the exercise of or the attempt to exercise, any right protected under the MLPPA. Such rights include but are not limited to the right to Supplemental Compensation pursuant to the MLPPA; the right to file a complaint or inform any person about the Company's or any other employer's alleged violation of the MLPPA; the right to cooperate with the San Francisco Office of Labor Standards Enforcement in its investigations of alleged violations of the MLPPA; and the right to inform any person of their possible rights under the MLPPA.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company provides a work environment that is smoke-free. Smoking is strictly prohibited inside the building. For purposes of this policy, smoking includes the use of electronic smoking devices, such as electronic cigarettes, cigars, pipes or hookahs, that create an aerosol or vapor. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Employees that violate this policy or who tamper with No Smoking signs may be subject to disciplinary action up to and including termination.

Recovery/Cool-Down Periods

Cool-Down Recovery Periods will be provided in accordance with the Company's Heat Illness Prevention Plans. Dahl Consulting permits employees who work outside to spend not fewer than five minutes in the shade to cool down when necessary to avoid heat illness, during which they are relieved of all duties. There is no set schedule for recovery/cool-down periods and there is no limit on how many recovery/cool-down periods employees may take when performing work outside. Any employee experiencing any signs or symptoms of heat illness must immediately contact their Dahl Consulting representative.

Time spent taking a recovery/cool-down period in compliance with this policy is considered "hours worked" and will be paid. Any nonexempt employee who believes they were not provided with duty-free cool-down periods lasting at least five minutes should immediately report this to their Doherty Staffing Solutions, Inc. representative so that the Company can investigate and, if necessary, provide a premium payment in accordance with applicable law.

Injury and Illness Prevention Program

The health and safety of employees and others on Company property are of critical concern to the Company. We strive to attain the highest possible level of safety in all

activities and operations. The Company also intends to comply with all health and safety laws applicable to our business.

To this end, the Company must rely upon employees to help keep work areas safe and free of hazardous conditions. Employees should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your Dahl Consulting representative *immediately*; even if you believe you have corrected the problem. If you suspect a concealed danger is present on the Company's premises, or in a product, facility, piece of equipment, process, or business practice for which the Company is responsible, bring it to the attention of your Dahl Consulting representative *immediately*.

Additionally, the Company has developed a written Injury and Illness Prevention Program as required by law. A copy of the Program is available for your review from your Dahl Consulting representative. In addition to attending any training required by the Company, it is your responsibility to read, understand and observe the Injury and Illness Prevention Program provisions applicable to your job.

Any workplace injury, accident, or illness *must* be reported to your supervisor as soon as possible (within 24 hours), regardless of the severity of the injury or accident. If medical attention is required immediately, supervisors will assist employees in obtaining medical care, after which the details of the injury or accident must be reported.

Cell Phone Use / Texting While Driving

As is 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 or driving a company-owned vehicle. Employees should also be aware that driving while holding and operating a handheld wireless telephone or electronic wireless communications device is a violation of California law unless the device is specifically designed and configured to allow hands-free operation and is used in that manner while driving. Under California law, such handheld devices can only be operated while driving in a manner requiring use of the driver's hand if: the device is mounted on the vehicle's windshield or affixed to the dashboard or center console in a manner that does not hinder the driver's view of the road; and the driver uses their hand to activate or deactivate a feature of the device with a single swipe or tap of the driver's finger.

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge that I have received and read a copy of the Dahl Consulting Employee Handbook. I understand that the Handbook sets forth the terms and conditions of my employment with the Company as well as the duties, responsibilities and obligations of employment with the Company. I understand that Dahl Consulting has provided me various alternative channels to raise concerns of violations of this Handbook and Company policies and encourages me to do so promptly so that the Company may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations. I agree to abide by and be bound by the rules, policies and standards set forth in the Handbook.

I acknowledge that my employment with the Company is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or the Company. I further acknowledge that only the Owner/President of Dahl Consulting or their authorized representative has the authority to enter into an agreement that alters fact that my employment with Dahl Consulting is at-will. Any such agreement must be in writing and signed by the Owner/President of Dahl Consulting or their authorized representative.

I further acknowledge that the Company reserves the right to revise, delete and add to the provisions of the Handbook, but that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the Handbook. Furthermore, the Company's policy of at-will employment can only be changed as stated in the prior paragraph.

I understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission, National Labor Relations Board, Securities and Exchange Commission or any other federal, state or local agency charged with the enforcement of any laws.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act, including the right to communicate with others concerning wages, hours, benefits, and other terms or conditions of employment; to self-organize, form, join or assist labor organizations; to bargain collectively through representatives of the employees' choosing; to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection; or to refrain from engaging in such activities.

I further acknowledge that I have received, read, and understand Dahl Consulting Discrimination, Harassment and Retaliation Prevention Policy, and I agree to comply with this policy.

I understand that if I feel I have been subject to discrimination, sexual harassment, prohibited harassment, or retaliation for conduct that may violate the Company's Discrimination, Harassment and Retaliation Prevention Policy, or any additional policies on anti-discrimination, harassment, or sexual harassment, or if I am aware of such conduct, I should immediately report the matter to their Dahl Consulting representative.

I acknowledge that, if I am non-exempt employee, I was "on-the-clock" (*i.e.* I recorded my time or made sure I was clocked in) when reviewing the Employee Handbook and signing the Acknowledgment forms.

I have read and understand the above statements.

Signature: _____ Date: _____

Name (Printed) _____

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]