



## **Handbook Addendum for**

**IDAHO**

**2024**

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# **GENERAL INFORMATION**

## **About This Idaho Addendum**

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

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

The Idaho 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**

### **Equal Employment Opportunity**

As set forth in the Employee Handbook, Dahl Consulting is committed to equal employment opportunity and to compliance with federal anti-discrimination laws. We also comply with Idaho law, which prohibits discrimination and harassment against any employee or applicant for employment based on race, color, religion, sex (including pregnancy, childbirth and related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability or genetic information. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

## **TIME OFF & LEAVES OF ABSENCE**

### **Military Leave**

#### ***National Guard Duty***

In addition to the military leave rights set forth in the Employee Handbook, Idaho employees who are active members of the National Guard and are ordered by the Governor in time of war, armed conflict or emergency to state-active duty or to federal

National Guard duty, other than for training, will have the same rights, privileges, protections and responsibilities as provided by federal law in the Servicemembers Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act.

Employees who are on a deployment ordered or authorized under the provisions of the National Defense Act are entitled to their existing medical benefits for the first 30 days of a deployment. This entitlement will not decrease any existing accrued leave balances.

Employees who are still qualified to perform the duties of their former position will be reemployed to that position or a position of like seniority, status and pay. If, upon return, an employee is not qualified to perform the duties of their former job because of a disability sustained during active duty, the Company will offer the employee the job most similar to their former job in seniority, status and pay, that the employee is qualified to perform.

The Company will not terminate employees who are members of the National Guard and are ordered to duty by the Governor without cause for up to one year following reemployment.

### ***Training***

Employees (other than temporary employees) who are members of the National Guard or the reserve components of the United States Armed Forces may take up to 15 days per calendar year for military training with the United States Armed Forces. To be eligible for this leave, employees should give the Company notice of the start and return dates of the military training, at least 90 days before the training. Employees will continue to accrue seniority while on leave.

The Company will reemploy employees who are returning from military leave for training to their previous position or to a position with the same status, pay and seniority provided evidence of satisfactory completion of military training is provided immediately upon return to work and the employee is still qualified to perform the duties of the job.

### **Jury Duty Leave**

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

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

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees who are absent from work

while participating in the jury selection process or while serving as a juror will not be asked or required to use any annual, vacation or sick leave during the absence.

## **WORKPLACE SAFETY AND SECURITY**

### **Smoke-Free Workplace**

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

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

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

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

As is set forth in the Employee Handbook, the Company prohibits employees from using handheld cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that it is unlawful in Idaho for a driver to use a mobile electronic device (except in hands-free or voice-operated mode) while operating a motor vehicle