



Handbook Addendum for

LOUISIANA

2024

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GENERAL INFORMATION

About This Louisiana Addendum

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

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

The Louisiana 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 antidiscrimination laws. We also comply with Louisiana law, which prohibits discrimination and harassment against any employees or applicants for employment based on age (40 and over), disability, race, color, religion, sex, national origin, pregnancy (including childbirth and related medical conditions), veterans, sickle cell trait, genetic information, status as a tobacco smoker or nonsmoker, military status and natural, protective or cultural hairstyles. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Pregnancy and Lactation Accommodation

Employees have the right to be free from discrimination based on medical needs arising from pregnancy, childbirth or related medical conditions that are known to the Company. For purposes of this policy “related medical conditions” include, but are not limited to, lactation for up to one year after the child’s birth and medical conditions related to pregnancy and childbirth.

The Company will provide a reasonable accommodation for an applicant or employee with medical needs causing limitations arising from pregnancy, childbirth or related medical conditions, so long as the Company knows of the limitation(s) and the reasonable accommodation does not impose an undue hardship on the Company's business.

Reasonable accommodations include, but are not limited to:

- Making existing facilities used by employees readily accessible to and an applicant or employee with covered limitations (though employers are not required to construct a permanent, dedicated space for expressing breast milk);
- Providing scheduled and more frequent or longer compensated break periods;
- Providing more frequent bathroom breaks;
- Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;
- Modifying food or drink policy;
- Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand;
- Providing assistance with manual labor and limits on lifting;
- Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified;
- Providing job restructuring or light duty, if available;
- Acquiring or modifying equipment or devices necessary for performing essential job functions; or
- Modifying work schedules.

Unless the Company does so or would do so for other employees or classes of employees who need a reasonable accommodation, accommodation under this policy does not include creating any additional employment opportunity or new position, including a light duty position for the employee; discharging an employee; transferring any employee with more seniority or promoting another employee who is not qualified to perform the job; or constructing a permanent, dedicated space for expression of breast milk.

The Company will not deny employment opportunities or take adverse action against an applicant or employee because they request or use reasonable accommodations in accordance with this policy. Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their Dahl Consulting representative.

COMPENSATION PRACTICES

Meal Breaks for Minors

Minor employees who are under 16 years of age will receive a 30-minute rest period if they are working five consecutive hours. During the break employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for non-exempt employees.

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

TIME OFF AND LEAVES OF ABSENCE

Vacation

Employees will be paid accrued but unused vacation upon termination of employment.

Pregnancy and Childbearing Leave

The Company will provide employees with up to six weeks of unpaid leave for normal, healthy pregnancies and childbirth. The Company may extend the leave period for a reasonable amount of time, not to exceed four months, when an employee is temporarily disabled as a result of pregnancy, childbirth or a related medical condition. Employees intending to take leave under this policy must provide the Company with reasonable notice of the date such leave will begin and the estimated duration of the leave.

Leave taken under this policy will be unpaid, except that employees may use any accrued annual leave.

Employees who take leave under this policy will be entitled to the same benefits and privileges granted by the Company to other employees who are similar in their ability or inability to work, including the right to use disability, sick leave or any other accrued leave made available by the Company to temporarily disabled employees.

Leave taken under this policy will run concurrently with any other leave for which the employee is eligible, including leave under the federal Family and Medical Leave Act

The Company will not retaliate, or tolerate retaliation, against any employee who requests or takes leave in accordance with this policy.

Military Leave – Uniformed Services

In addition to the military leave rights set forth in the Employee Handbook, Louisiana employees who are members of the uniformed services, including the United States

armed forces, reserves, National Guard, commissioned corps of the Public Health Service and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

- Active duty;
- Active and inactive duty for trainings;
- Initial active duty for training;
- Full-time National Guard duty;
- Engaging in examination to determine fitness to perform any of these duties;
- Service pursuant to Presidential proclamation; and
- Active duty by members of the National Guard pursuant to a call of the Governor.

The leave will be unpaid except that employees may elect to use any accrued annual leave or vacation. During the leave period, employees have the right to maintain life, health or accident insurance, as long as they continue to make payments for their contribution to the coverage costs. Employees must notify the Company of their election to continue insurance or plan coverage at the time when they enter service.

The Company will reemploy employees returning from military leave unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for the Company or the position the individual held before leaving to serve was for a brief, nonrecurrent period. Unless one of these exceptions applies, the Company will reinstate employees within 10 days of receiving written notice of their intention to return to work, provided that the:

- Employee (or an appropriate officer of the uniformed service in which the employee's service was performed) provided advance written or verbal notice of the military service;
- Combined length of the absence for service and of all previous military leaves of absences from employment with the Company does not exceed five years;
- Employee provides proper notice of the intent to return to employment with the Company; and
- Employee provides documentation showing that entitlement to leave was not terminated as a result of dishonorable discharge from uniformed services.

The Company will not deny reemployment to an employee who fails to provide advance notice of military service if providing the notice was precluded by military necessity or was otherwise impossible or unreasonable.

When determining whether an employee has exceeded the five-year maximum of military leave, the following will not be counted:

- Service beyond five years that is required to complete an initial period of obligated service;
- Service when the individual, through no personal fault, is unable to obtain orders releasing them from a period of service before the expiration of the five-year period;
- Service performed to fulfill additional training requirements determined to be necessary for professional development or for completion of skill training or retraining;
- Service performed by an individual who has been ordered to or retained on active duty in time of war or national or state emergency, or under of any provision of law during a war or national emergency declared by the president, congress, the governor or state legislature or in support of a critical mission or requirement of the uniformed services.

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

- For individuals whose period of service was less than 31 days or was for the purpose of an examination to determine the person's fitness to perform service in the uniformed services, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight hour period;
- For individuals whose period of service was more than 30 but less than 181 days, not later than fourteen days after completion of the period of service;
- For individuals whose period of service in the uniformed service was for more than 181 days, not later than 90 days after the completion of the period of service;
- For individuals hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the period of military service, not later than the end of the period necessary to recover (generally not to exceed two years).

Exceptions to the above timing requirements will apply when providing notice is either impossible or unreasonable through no fault of the person. In those cases, notice must be provided as soon as possible.

When the service period is for more than 30 days, notice must be in writing.

The Company may require documentation demonstrating that the individual has met advance notice requirements, has not exceeded the five-year leave limitation and has not been dishonorably discharged. However, the Company will not deny reemployment to an employee who fails to meet a documentation requirement, if the failure occurs because such documentation does not exist or is not readily available at the time of the request (except, if the leave was more than 90 days, the Company may require documentation before treating the employee as having no break in employment for pension purposes). However, if documentation becomes available, subsequent to reemployment, establishing that the requirements outlined above were not met, the Company may terminate employment and any benefits provided.

Upon reinstatement, employees will be entitled to the seniority and other rights and benefits they had on the date of the commencement of military leave, as well as the additional seniority and rights and benefits they would have attained had they remained continuously employed.

The Company will not terminate an employee who is returning from military leave with the United States armed forces, without cause, within one year following the date of reemployment.

Military Leave – State National Guard and State Militia

Regular full-time and part-time employees who are called or ordered to active duty in the service of the National Guard of Louisiana or any state, the state militia or any other Louisiana military force will be reinstated to the same or comparable employment without loss of seniority if the employee:

- Was discharged from service under honorable conditions; and
- Reports to work within 72 hours after their release from duty or recovery from disease or injury resulting from military service.

Employees who are not qualified to perform the essential functions and duties their previous position because of a disability sustained while performing military service, but who are otherwise qualified to perform another position that will provide similar seniority, status, benefits and compensation, will be employed in the other position, so long as the placement does not pose a direct threat or significant risk to the health and safety of the individual or others that cannot be eliminated by a reasonable accommodation.

Employees returning from leave under this policy will be considered as having been on a temporary leave and will be restored without loss of seniority. Employees will also be entitled to participate in any benefits offered by the Company to employees on a leave of absence that were in effect at the time the employee was called to duty.

The Company will not discharge an employee who is returning from military leave for active service with the National Guard, state militia or other state military force, without a cause, within one year following the date of reemployment.

Veterans' Medical Appointment Leave

The Company will not discriminate, terminate or otherwise discipline honorably discharged veterans of the United States armed forces (including the reserve components of the armed forces, Army or Air National Guard, the commissioned corps of the Public Health Service or any other category designated by the United States president in a time of war or emergency) who take time off from work to attend medical appointments that are necessary to receive veterans' benefits. The Company may request verification of attendance at the medical appointment.

Jury Duty Leave

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

Employees must provide their Dahl Consulting representative with notice of any jury summons or subpoena within a reasonable time after receipt and before their appearance is required.

Employees will receive their regular compensation for the first day of jury duty leave. Otherwise, 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.

School Activities Leave

The Company may grant up to 16 hours of time off during any 12-month period for employees to attend, observe or participate in school or daycare conferences or classroom activities related to the employee's dependent children, or children for whom the employee is a legal guardian, if the conferences or activities cannot reasonably be scheduled outside of working hours.

Employees wishing to take time off under this policy must provide their Dahl Consulting representative with reasonable advance notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations.

Time off under this policy will be without pay, except that employees may substitute accrued vacation or other appropriate form of paid leave for any unpaid leave taken under this policy. Exempt employees may receive pay, as required by applicable law.

Bone Marrow Donation Leave

The Company will provide paid time off to eligible employees who undergo a medical procedure to donate bone marrow, not to exceed a total of 40 hours without company

approval. Employees eligible for leave under this policy are those who work for the Company an average of 20 or more hours per week.

Employees seeking leave under this policy must provide their Dahl Consulting representative with verification from a physician setting forth the purpose and length of leave required by the employee. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid time off granted to the employee prior to the medical determination will not be forfeited.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave under this policy.

Genetic Testing and Preventive Cancer Screening Leave

When medically necessary, employees will be allowed up to one day of unpaid leave to obtain genetic testing and/or preventive cancer screenings.

Employees must provide at least 15 days' advance notice and make a reasonable effort to schedule the leave so as to not unduly disrupt Company operations. Employees may be required to provide supporting documentation confirming that the genetic testing or cancer screening occurred.

Leave for genetic testing or cancer screening is generally unpaid, except that exempt employees will be paid when required under applicable law and all employees may elect to use any accrued vacation time or other appropriate paid leave.

When applicable, leave taken under this policy will run concurrently with any other leave for which the employee is eligible, including leave under the federal Family and Medical Leave Act, if applicable by law.

Emergency Responder Leave

The Company will permit employees to take time off when they are called to duty as a volunteer first responder pursuant to an operations plan developed by the state Office of Homeland Security and Emergency Preparedness. For purposes of this policy, examples of "first responders" include medical personnel, emergency and medical technicians, volunteer firefighters, auxiliary law enforcement officers and members of the Civil Air Patrol.

Leave under this policy will be without pay, except that employees may use accrued vacation or sick leave and exempt employees may receive pay for partial day absences, as required by applicable law.

Employees are required to notify their Dahl Consulting representative of their call to service, as well as the probable length of service, as soon as practical.

A leave of absence taken under this policy will not be considered a break in service for purposes of seniority, length of service or benefit programs offered by the Company.

Employees on leave may continue to participate in the Company's retirement and health benefits, subject to the terms and conditions of the plans (including employee contributions) and subject to applicable state and federal law.

Employees called to duty as a first responder must report to work within 72 hours of being released from duty or recovering from a disease or injury resulting from activities as a first responder. Failure to report to work within 72 hours will be considered a voluntary resignation.

Upon release from duty or recovery from a disease or injury resulting from such activities, employees will be reinstated to their prior position or a comparable position. The position or comparable position will provide no lesser compensation, seniority, status or benefits than the employee was receiving when called to duty.

Employees who are not qualified or capable of performing the essential functions of their prior position due to disability sustained during the call to duty, but who are otherwise qualified to perform another vacant position that will provide like seniority, status, benefits and compensation will be employed in the vacant position so long as the placement does not pose a direct threat or significant risk to the health and safety of the individual or others that cannot be eliminated by a reasonable accommodation.

Employees may not be entitled to reinstatement under this policy if: (1) the Company's circumstances have changed, making employment impossible or unreasonable; (2) reinstatement would impose an undue hardship on the employer; or (3) the returning employee refused the employment position offered.

SAFETY AND SECURITY

Smoke-Free Workplace

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

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

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

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 texting, including using a wireless communication device to post to a social networking site, while driving is a violation of Louisiana law, in addition to being a violation of Company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the Employee Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Louisiana law, the Company permits employees who lawfully possess firearms or ammunition to store their firearms or ammunition inside their locked privately-owned vehicles in the Company's parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others.