



Handbook Addendum for

MARYLAND

2024

TABLE OF CONTENTS

GENERAL INFORMATION.....	1
About This Maryland Addendum	1
COMMITMENT TO DIVERSITY.....	1
Equal Employment Opportunity	1
Reasonable Accommodation for Pregnant Employees	1
COMPENSATION PRACTICES.....	2
Meal Breaks for Minors	2
Lactation Accommodation [Baltimore].....	2
Discussion of Wages.....	4
TIME OFF AND LEAVES OF ABSENCE	4
Use of Paid Leave to Care for Family Members or Bereavement	4
Maryland Sick Leave.....	5
Montgomery County Paid Sick Leave (for Montgomery County Employees Only)	8
Parental Leave.....	12
Military Leave.....	13
Deployment of Family Member in the Armed Services.....	13
Time Off to Vote.....	14
Jury Duty Leave	14
Crime Victim Leave.....	14
Volunteer Emergency Responder Leave	15
Civil Air Patrol Leave.....	15
Bone Marrow or Organ Donor Leave.....	15
WORKPLACE SAFETY AND SECURITY	16
Smoke-Free Workplace.....	16
Cell Phone Use/Texting While Driving	16

GENERAL INFORMATION

About This Maryland Addendum

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

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

The Maryland 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. We comply with Maryland law which prohibits discrimination and harassment against any employee, intern or applicant for employment based on race (including certain traits associated with race such as hair texture, afro hairstyles, and protective hairstyles (e.g., braids, twists and locks)), color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, gender identity, genetic information and disability. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Reasonable Accommodation for Pregnant Employees

Pregnant employees who have a temporary disability (as defined under Maryland law) that is caused or contributed to by pregnancy, may request the following accommodations: (1) changing of job duties; (2) relocating a work area; (3) providing mechanical or electrical aids; (4) transferring to a less strenuous or less hazardous position; (5) temporary change in work hours; or (6) providing leave.

After an employee has made a request for accommodation under this policy, she and the Company will engage in an interactive process to determine what accommodation, if any, may be appropriate.

An employee requesting an accommodation under this policy may be required to provide a health care provider's certification that includes the date the accommodation became medically advisable, the probable duration of the accommodation and an explanatory statement as to the medical advisability of the accommodation.

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

Employees who are under age 18 will not be permitted to work more than five hours continuously without at least a 30-minute meal break.

During the meal 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 meal 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.

Lactation Accommodation (Baltimore)

In accordance with the Baltimore City Lactation Accommodation Ordinance (the "Lactation Accommodation Ordinance"), the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child.

If an employee otherwise receives any paid rest or break time, the lactation break time should, to the extent possible, run concurrently with that paid break time. If the break time cannot run concurrently with any paid rest or break time already provided to the employee, the break time will be unpaid for non-exempt employees.

Lactation Location

Upon request, the Company will provide a lactation location (other than a bathroom or closet) that is in close proximity to the employee's work area. The lactation location may be the place where the employee normally works, if it otherwise meets the requirements of the Lactation Accommodation Ordinance.

The lactation location will shield occupants from view and intrusion by coworkers and others and will be safe, clean and free of toxic or hazardous materials. The lactation location will contain a surface on which to place a breast pump and other personal items, a place to sit and at least one electrical outlet. A sink with running hot and cold water and a refrigerator in which the employee can store breast milk will either be present in the lactation location itself or at another location that is within close proximity to the employee's work area. Access to the lactation location will be limited by a door that can be locked from the inside.

A designated lactation location may also be used for other purposes. However, throughout the period when an employee needs to express milk, the primary function of the space will be its use as a lactation location. Employees who might otherwise wish to use the designated space should be aware that its primary function is to serve as a lactation location (when applicable), which takes precedence over all other uses. Employees who have questions or concerns related to lactation location scheduling should contact their Dahl Consulting representative.

Requesting a Lactation Accommodation

Baltimore employees have a legal right to request a lactation accommodation. To request a lactation accommodation, employees should complete a Lactation Accommodation Request Form and submit the form to their Dahl Consulting representative. The Company will respond to the employee's request within five business days and will engage in an interactive process to determine lactation break periods and an appropriate lactation location.

If the Company does not provide lactation breaks or a lactation location, or provides a lactation location that does not fully comply with the BLAO or asserts a waiver or variance for undue hardship, the Company will describe, in a written response to a lactation accommodation request, the specific bases for which the Company has done so.

Employees should contact their Dahl Consulting representative with any follow-up inquiries.

Retaliation Prohibited

Under the Lactation Accommodation Ordinance, employers who do not provide lactation breaks or a lactation location, provide a lactation location that does not fully comply with the law or assert a waiver or variance from the lactation accommodation requirements are required to describe, in a written response to the employee's request for accommodation, the specific bases for not providing the accommodation. The Company will not demote, terminate or otherwise retaliate against an employee who requests or makes use of the accommodations and break time described in this policy or otherwise exercises rights conferred by the Lactation Accommodation Ordinance. Any employee who believes she has experienced a violation of the Lactation Accommodation Ordinance or this policy can report their concerns to their Doherty Staffing Solutions, Inc. representative. Employees can also file a complaint regarding alleged violations of the

Lactation Accommodation Ordinance with the Baltimore Community Relations Commission.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing his or her own wages or those of another employee. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such a disclosure or because the employee inquires about the reason for his or her wages or aids or encourages another employee's exercise of rights under the Maryland equal pay law.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information. Company representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law.

TIME OFF AND LEAVES OF ABSENCE

Use of Paid Leave to Care for Family Members or Bereavement

Employees may use available earned paid leave to take time off to care for an immediate family member who is sick under the same conditions and policy rules that would apply if the employee took leave for their own illness. Employees can also use available paid leave for bereavement leave upon the death of an immediate family member. or for bereavement leave upon the death of an immediate family member.

For purposes of this policy, "immediate family member" means a child (adopted, biological, foster or step-child or a legal ward), spouse or parent. In the case of leave to care for a sick family member, "child" means a child who is under the age of 18 years or who is at least 18 years old and incapable of self-care due to a mental or physical disability. For bereavement leave, a "child" means a child of any age.

To the extent that an employee has more than one form of paid leave available, the employee has the right to elect the type and amount of paid leave to be used. However, for purposes of this policy, paid leave does not include short-term disability leave, other disability benefits, workers' compensation or similar benefits.

The Company will not discharge, demote, suspend, discipline or discriminate against employees because they request or take leave in accordance with this policy, oppose a practice prohibited by the Maryland Flexible Leave Act or bring a charge or participate in an investigation or proceeding related to a violation of that Act.

Maryland Sick Leave

The Company provides eligible employees with unpaid sick leave pursuant to the Maryland Healthy Working Families Act (“HWFA”).

Eligibility

All employees working in Maryland for the Company who regularly work 12 or more hours per week are generally eligible to receive sick leave under this policy. Eligible employees do not include those who are:

- Employed by a temporary services agency to provide temporary staffing services and the agency does not exercise day-to-day control over the individual’s assignments and supervision while providing temporary staffing services;
- Directly employed by an employment agency to provide part-time or temporary services to the Company; or

Accrual and Carryover of Sick Leave

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

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 40 hours in a benefit year, and an overall accrual cap of 64 hours. Once an employee’s sick leave balance reaches 64 hours, no further sick leave will accrue until previously accrued sick leave is used. For purposes of this policy, the benefit year is January 1, 2024 or the employees first date of employment, whichever is later.

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 sick leave accrues based upon the employee’s normal workweek hours. Nonexempt employees accrue sick leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

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

Using Sick Leave

Employees may use a maximum of 64 hours of sick leave per benefit year

Employees must use sick leave in one-hour increments, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of sick leave for one of the reasons specified below. 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

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

- To care for or treat the employee’s mental or physical illness, injury, or health condition, or to obtain preventive care for the employee.
- To care for or treat a family member’s mental or physical illness, injury, or health condition, or to obtain preventive care for a family member.
- Absences due to domestic violence, sexual assault, or stalking of an employee or a family member in order to.
 - Obtain medical or mental health attention;
 - Obtain services from a victim services organization;
 - Obtain legal services or prepare for or participate in proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
 - Temporarily relocate due to the domestic violence, sexual assault, or stalking.
- Maternity or paternity leave.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, domestic partner, child, ward (including the ward of the employee’s spouse), parent, parent-in-law, legal guardian (including the legal guardian of the employee’s spouse), grandchild, grandparent, or sibling.

Notice Required

If the need to use 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 at least seven (7) days’ advance notice to their Dahl Consulting representative of an absence from work. If the need to use sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative before they use sick leave, or otherwise 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 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 sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than two (2) consecutively scheduled shifts, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, documentation may include a doctor's note (for the employee's own or family member's health condition); police report, court document, or court order of protection (indicating domestic violence, sexual assault, or stalking); and/or other verification as permitted by applicable law.

If an employee fails or refuses to provide verification of the absence as required by the Company, the Company may deny a subsequent request to take sick leave for the same reason.

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses sick leave for a purpose not covered by, or in a manner not consistent with, the HWFA. 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 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 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 37 weeks of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the HWFA.

No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the HWFA, the Company will not count employees' use of sick leave as an absence or

“occurrence” under any Company attendance policy. Therefore, any such use of 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 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 Maryland Sick Leave policy should contact their Dahl Consulting representative.

Montgomery County Paid Sick Leave (for Montgomery County Employees Only)

The Company provides eligible employees with paid sick leave pursuant to the Maryland Healthy Working Families Act (“HWFA”) and the Montgomery County Earned Sick and Safe Leave Law (“ESSLL”). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees working in Montgomery County for the Company who regularly work more than 8 hours per week are generally eligible to receive paid sick leave under this policy. Eligible employees do not include those who:

- Does not have a regular work schedule with the Company, contact the Company for work assignments and are scheduled to work the assignments within 48 hours after contacting the Company, have no obligation to work for the Company if the individual does not contact the Company for work assignments, and are not employed by a temporary placement agency.

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 the ESSLL, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked in Montgomery County, up to a maximum of 56 hours in a benefit year. For purposes of this policy, the benefit year is January 1, 2024 or the employees first date of employment, whichever is later.

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 up to 56 hours of accrued but unused paid sick leave from one benefit year to the next. 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

Employees may use a maximum of 80 hours of paid sick leave per benefit year

Employees must use paid sick leave in one-hour increments, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid sick leave for one of the reasons specified below. 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:

- To care for or treat the employee's mental or physical illness, injury, or health condition, or to obtain preventive care for the employee.
- To care for or treat a family member's mental or physical illness, injury, or health condition, or to obtain preventive care for a family member.
- Absences due to domestic violence, sexual assault, or stalking of an employee or a family member in order to.
 - Obtain medical or mental health attention;
 - Obtain services from a victim services organization;
 - Obtain legal services or prepare for or participate in proceedings related to or resulting from the domestic violence, sexual assault, or stalking; or
 - Temporarily relocate due to the domestic violence, sexual assault, or stalking.
- The Company's place of business has closed by order of a public official due to a public health emergency.

- A family member's school or child care center is closed by order of a public official due to a public health emergency.
- To care for a family member if a health official or health care provider has determined that the individual's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease.
- The birth of a child, or the placement of a child with the employee for adoption or foster care, or to care for a newborn, newly adopted, or newly placed child within 1 year of birth, adoption, or placement (including maternity or paternity leave).

Family Member. For purposes of this policy, "family member" means the employee's spouse, child, ward (including the ward of the employee's spouse), parent, parent-in-law, legal guardian (including the legal guardian of the employee's spouse), grandchild, grandparent (including the spouse of a grandparent), or sibling (including the spouse of a sibling).

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 up to seven (7) days' 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 before they use paid sick leave, or otherwise as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text message.

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

If an employee uses paid sick leave for more than three (3) consecutive days, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, documentation may include a doctor's note (for the employee's own or family member's health condition); police report, court document, or court order of protection (indicating domestic violence, sexual assault, or stalking); and/or other verification as permitted by applicable law.

If an employee fails or refuses to provide verification of the absence as required by the Company, the Company may deny a subsequent request to take paid sick leave for the same reason.

The Company will keep confidential any documentation or verification information provided regarding leave use, 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 HWFA or the ESSLL. 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 37 weeks of employment ending, the employee’s previously accrued but unused paid sick leave balance will be reinstated and made available for use in accordance with the HWFA and the ESSLL.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy, the HWFA, and the ESSLL, 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 Montgomery County Paid Sick Leave policy should contact their Dahl Consulting representative.

Parental Leave

The Company will permit eligible employees to take up to six workweeks of unpaid leave in a 12-month period for the birth of the employee's child or for the placement of a child with the employee for adoption or foster care.

The Company may deny any leave request if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations and the Company notifies the employee of the denial before the employee starts their leave.

To the extent leave under this policy also qualifies as leave under the Family and Medical Leave Act, the two leaves will run concurrently.

Leave Eligibility

To be eligible for parental leave, as of the date leave begins, employees must be employed with the Company for at least 12 months and for 1,250 hours during the previous 12 months. Additionally, employees must work at a worksite where the Company employs at least 15 employees within a 75-mile radius.

Notice Requirements

Before using parental leave time, employees must provide the Company with at least 30 days' written notice of their intent to take parental leave, except that no prior notice is required following a premature birth or the unexpected placement of an adopted or foster child.

Compensation And Benefits

While parental leave is unpaid, employees must substitute any accrued paid time off, if applicable, for any part or all of the parental leave period.

The Company will maintain employees' group health insurance coverage during the leave period under the same terms and conditions that would have applied had the leave not been taken. If employees fail to return to work after leave, the Company may seek to recover any premiums paid for maintaining coverage by deducting the amount from the employee's final wages, unless the employee's failure to return to work was due to circumstances beyond his or her control.

Reinstatement

Employees who return to work after taking parental leave will be restored to the job they held at the time the leave began or to an equivalent position with equivalent benefits, pay

and other terms and conditions of employment. The Company may deny reinstatement if the denial is necessary to prevent substantial and grievous economic injury to the Company's business operations. If the Company determines that it must deny reinstatement for this reason, it will notify the employee.

Additionally, the Company will, during the parental leave period, terminate an eligible employee's employment only for cause.

No Retaliation

The Company will not terminate or otherwise discriminate against employees for requesting or taking parental leave, making a complaint to the Company, Secretary of Labor or another person or for bringing or participating in an action relating to a violation of this policy or the Maryland Parental Leave Act.

Military Leave

Dahl Consulting will extend the protections of the federal Service Members Civil Relief Act of 2003 (formerly the Soldiers' and Sailors' Civil Relief Act of 1940) and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) to members of the National Guard as follows:

- The Service Members Civil Relief Act applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for a period of 14 consecutive days or longer.
- USERRA applies when members of the Maryland National Guard are ordered to military duty under state or federal authority for any period of time, even if the member is not a resident of or employed in Maryland. USERRA also applies to residents of Maryland who are members of the National Guard of another state or the District of Columbia and are ordered to military duty for any period of time by the chief executive officer of that jurisdiction or under federal authority.

For more information, please contact your Dahl Consulting representative.

Deployment of Family Member in the Armed Services

Employees who have worked for the Company for one year and at least 1,250 hours during the previous 12 months may take unpaid leave to spend time with their immediate family member (i.e., spouse, parent, stepparent, child, stepchild or sibling) on the day the family member leaves for, or returns from, active military duty outside the United States. The Company will not require employees to use sick, vacation or other paid leave when taking leave. Employees must submit proof verifying that the leave is being taken for this purpose.

Time Off to Vote

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

If employees have less than two consecutive hours before or after work to vote, they may take up to two hours off from work, without loss of pay, to vote. Any additional time off will be without pay for non-exempt employees.

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

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. If an employee requires time off for these purposes, they must provide the Company with reasonable advance notice. In addition, verification from the court clerk of having served may be required.

If an employee is absent from work to participate in the jury selection process or to serve as a juror, the employee will not be required to use accrued vacation or sick leave during the absence. If employee jury service takes more than four hours, including travel time, the Company will not require that the employee return to work that day, if the shift begins at 5:00 p.m. or thereafter or before 3:00 a.m. on the day following appearance for jury service.

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.

Crime Victim Leave

An employee who is the victim of a crime may take time off from work to attend any proceeding relating to the crime, provided the employee has the right to appear. An employee will be eligible for leave under this policy if the employee is:

- The victim of the crime or juvenile delinquent act at issue in the proceeding;
- The victim's next of kin or guardian when the victim is deceased or disabled; or
- The victim's representative appointed by the court.

Time off under this policy will be without pay except that exempt employees will not incur any reduction in pay for a partial week's absence to appear as a witness.

Volunteer Emergency Responder Leave

Employees that are members of a civil air patrol, civil defense organization, volunteer fire department or volunteer rescue squad will be provided with time off to respond to events declared by the Governor to be an emergency. Employees must make every effort to notify the Company on each occasion that the employee will be late or absent from work to respond to an emergency.

The Company will not terminate, demote or take other adverse action against an employee for taking time off under this policy, provided the employee submits written proof that his or her participation was required.

Civil Air Patrol Leave

Employees who are members of the Maryland Wing of the Civil Air Patrol will be eligible for up to 15 days of unpaid leave to respond to emergency missions. Employees seeking leave under this policy must give the Company as much notice as possible of the intended dates of the beginning and end of the leave. After arriving at an emergency location, the employee must also provide the Company with an estimate of the amount of time needed to complete the emergency mission and then report any necessary changes to that estimate as they arise.

An employee seeking leave under this policy will be required to verify his or her eligibility. Failure to do so may result in denial of the request for leave. Employees will be reinstated to their prior position or a position with equivalent seniority, pay, benefits and employment conditions upon return, unless the Company cannot restore the employee because of unrelated circumstances.

Bone Marrow or Organ Donor Leave

Eligible employees will be allowed up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days in any 12-month period to serve as a bone marrow donor.

Employees are eligible for leave if they have requested organ or bone marrow donation leave and, on the date when the requested leave is scheduled to begin, will have worked for the Company for at least a 12-month period and 1,250 hours during the previous 12 months.

Employees who seek leave under this policy must provide written physician verification confirming that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

During a leave of absence under this policy, the Company will maintain and pay for coverage under a group health plan in the same manner as if the employee were actively at work during the leave period.

The leave of absence will be unpaid. Leave provided under this policy will be in addition to, and not run concurrently with, leave taken in accordance with the federal Family and Medical Leave Act (FMLA). A leave of absence under this policy will not constitute a break in an employee's continuous service for the purpose of the right to salary adjustments, sick leave, vacation, paid time off, annual leave or seniority.

Upon return from leave, an employee will be restored to the same position or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, the Company may decline to restore an employee for reasons unrelated to the exercise of rights under this policy.

The Company will not discriminate or retaliate against any employee for requesting or taking a leave under this policy, making a complaint (to the Company, the Maryland Commission of Labor and Industry or another person) or testifying in an action pertaining to Maryland's law on organ and bone marrow donation.

WORKPLACE SAFETY AND SECURITY

Smoke-Free Workplace

In accordance with Maryland law, the Company prohibits smoking or vaping in the workplace and in company-owned vehicles occupied by more than one person. If employees wish to smoke or vape, they must do so outside the Company's facilities during scheduled work breaks.

Employees that observe other individuals smoking or vaping in the workplace 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 Maryland law or this policy.

Employees that 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 cellular phones for business reasons while driving, or for any reason while driving for work-related purposes. Employees should also be aware that creating, sending or reviewing a text message or e-mail while driving or in the travel portion of the roadway is violation of Maryland law, in addition to being a violation of Company policy.