



**Handbook Addendum for**

**MASSACHUSETTS**

**2024**

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# **GENERAL INFORMATION**

## **About This Massachusetts Addendum**

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

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

The Massachusetts 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 compliance with federal antidiscrimination laws. We also comply with Massachusetts law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, natural or protective hairstyles, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military or veteran status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of parental leave. 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 will not discriminate or retaliate against an employee because the employee provided evidence in connection with a claim for unemployment benefits or testified at any unemployment hearing.

## Sexual and Other Prohibited Harassment

Dahl Consulting is committed to providing a work environment free of harassment. The Company complies with Massachusetts law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, natural or protective hairstyles, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, certain criminal records, genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of parental leave. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy, as set forth in the Employee Handbook. While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who believes that he or she has been harassed or discriminated against should provide a written or verbal report to his or her Dahl Consulting representative or another member of management as soon as possible. The responsibility to investigate complaints of harassment has been assigned to your Dahl Consulting representative. Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:

- Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108, telephone number (617) 994-6000
- Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103, telephone number (413) 739-2145

The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:

- John F. Kennedy Federal Building, Government Center, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

### **Discussion of Wages**

The Company does not prohibit employees from discussing or disclosing information about their own wages or inquiring about or discussing the wages of other employees. The Company will not retaliate against employees for disclosing their wages or inquiring about or discussing the wages of other employees.

This policy does not apply to the disclosure of other employees' wage information by human resources managers or supervisors 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.

### **Political Opinions**

The Company will not terminate or threaten to terminate an employee or take other adverse action for the purpose of influencing the employee to give or withhold a vote or a political contribution and will not take any employment action because of a vote or political contribution or lack thereof. The Company also will not attempt to influence employee votes by promising higher wages or other incentives in the terms and conditions of employment.

### **Pregnancy and Lactation Accommodation**

Employees and applicants with needs related to pregnancy, childbirth or related conditions (including lactation), may request a reasonable accommodation to enable them to perform their job. A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. The Company will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the Company's program, enterprise or business.

The Company will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations. Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends.

The Company may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The Company will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact their Dahl Consulting representative. When an employee makes a request for a reasonable accommodation, the Company and employee will engage in a timely, good faith and interactive process to determine an effective reasonable accommodation.

## **GENERAL EMPLOYMENT PRACTICES**

### **Access to Personnel Files and Wage Records**

Employees may review or obtain a copy of their personnel file, generally not more than two times per calendar year, by submitting a written request to their Dahl Consulting representative. The review will take place in the presence of a company representative during normal business hours.

Employees who disagree with any of the information contained in their personnel file should notify their Dahl Consulting representative. If an employee and the Company cannot agree to remove or correct the specified information, the employee can submit a written statement explaining his or her position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party.

Upon request, employees will also be allowed to inspect certain paper or electronic wage records maintained by the Company. Employees will be allowed to inspect such wage records at a reasonable time and place. Upon request, employees will be provided with a copy of the wage records within five business days.

## **PAY PRACTICES**

### **Meal Breaks**

Employees who work six or more continuous hours will be provided at least a 30-minute meal break. Employees must not perform any work during the meal break and are free to leave the workplace premises. Employees are expected to return to work promptly at the end of every meal break.

An uninterrupted 30-minute meal break will be unpaid for non-exempt employees.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have 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**

### **Massachusetts Paid Sick Leave**

The Company provides eligible employees with paid sick leave pursuant to the Massachusetts Earned Sick Time Law (“ESTL”).

#### ***Eligibility***

All employees whose primary place of work for the Company is in Massachusetts 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 the ESTL, whichever is later.

Paid sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 40 hours in a calendar year, and an overall accrual cap of 40 hours. Once an employee’s paid sick leave balance reaches 40 hours, no further paid sick leave will accrue until previously accrued paid sick leave is used.

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

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

#### ***Using Paid Sick Leave***

Employees may use a maximum of 40 hours of paid sick leave per calendar year.

Employees may use paid sick leave in one-hour increments for absences or use of other time like FMLA, whichever is smaller 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:

- The employee's: mental or physical illness, injury or health condition that requires home care, professional medical diagnosis or care, or preventative medical care; or routine medical appointment.
- A family member's: mental or physical illness, injury or health condition that requires home care, professional medical diagnosis or care, or preventative medical care; or routine medical appointment.
- To address the psychological, physical or legal effects of domestic violence against the employee or the employee's child.
- To travel to and from an appointment, a pharmacy, or other location related to the purpose for which the paid sick leave was taken.

*Family Member.* For purposes of this policy, "family member" means the employee's spouse, child, or parent.

## ***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.

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***

The Company may require verification of the employee's need for the absence. Additionally, the Company may require a doctor's note or other documentation of the employee's need for the absence when the absence:



- Exceeds three (3) consecutive days on which the employee was scheduled to work;
- Exceeds more than 24 consecutively scheduled work hours;
- Occurs within two (2) weeks prior to an employee's final scheduled day of work before termination of employment, except in the case of temporary employees;
- Occurs after four (4) unforeseeable and undocumented absences within a three (3) month period; or
- For employees aged 17 and under, occurs after three (3) unforeseeable and undocumented absences within a three (3) month period.

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); and/or other verification as permitted by applicable law.

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 ESTL. 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 twelve (12) months 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 ESTL.

### ***No Discrimination or Retaliation***

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

## **Massachusetts Paid Family and Medical Leave**

In accordance with the Massachusetts Paid Family and Medical Leave Law, M.G.L. c. 175M ("PFML"), eligible employees may be entitled to a leave of absence with partial wage replacement benefits from the Department of Family and Medical Leave ("Department") to care for a family member with a serious health condition, care for their own serious health condition, bond with a new child, or assist with obligations that arise when a family member is called into active military service.

### ***Eligible Employees***

This policy applies to eligible Massachusetts-based employees including full-time, part-time, permanent or seasonal workers. To be eligible for PFML, employees must meet the financial eligibility requirements established by the Department, not the Company.

### ***Contributions***

PFML benefits are funded by both a Company contribution and an employee contribution. Employee contributions are made through payroll deductions, and the amount of the contribution depends on the employee's eligible wages. The maximum deduction amount will be adjusted periodically by the Department. The amount of any deduction taken will be reflected on an employee's paystub.

### ***Reasons for and Length of Leave***

An eligible employee may be entitled to take PFML up to a maximum of:

- 12 weeks of paid family leave: (1) for the birth, adoption or foster care placement of a child; (2) to care for a family member with a serious health condition; or (3) due to a qualifying exigency arising because a family member is on active duty or has been notified of an impending call to active duty in the United States armed forces.
- 20 weeks of paid medical leave in a benefit year to attend to their own serious health condition.

- 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition related to the family member's military service.

An employee will be allowed a maximum of 26 weeks of paid medical and paid family leave, in the aggregate, in a benefit year.

### ***Definitions***

- **“Benefit year”** means the period of 52 consecutive weeks beginning on the Sunday immediately preceding the first day of paid family or medical leave.
- **“Child”** means a biological, adopted or foster child, a stepchild or legal ward, a child to whom the covered individual stands in loco parentis, or a person to whom the covered individual stood in loco parentis when the person was a minor child.
- **“Family Member”** means the spouse, domestic partner, child, parent or parent of a spouse or domestic partner of the covered individual; a person who stood in loco parentis to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.
- **“Parent”** means a biological, adoptive, step- or foster mother or father.
- **“Qualifying Exigency”** means a need arising out of the employee's family member's active duty service or notice of an impending call or order to active duty in the Armed Forces (e.g., providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave, or making arrangements following the death of a military member).
- **“Serious Health Condition”** means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.

### ***Wage Replacement Benefits***

Eligible employees may receive wage replacement benefits directly from the Department. The amount of wage replacement benefits is calculated based on the employee's average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that is adjusted annually.

For certain types of PFML leave, there is a seven (7) day unpaid waiting period before benefits are payable. Employees may use available vacation, sick leave (if applicable), or other paid time off during any applicable unpaid waiting period. The unpaid leave during the initial waiting period counts against an employee's maximum PFML entitlements, as outlined above.

## ***Health Benefits***

During an approved PFML leave, the Company will continue making contributions for an employee's group health benefits on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during PFML leave, the employee must continue to make any premium payments they were required to make for themselves or their dependents prior to the leave.

### **Intermittent Leave**

Under some circumstances, employees can take PFML leave on an intermittent basis (i.e., taking leave in blocks of time) or on a reduced schedule basis (i.e., reducing the employee's normal weekly or daily work schedule). An employee may take PFML leave intermittently or on a reduced schedule basis to care for their own or a family member's serious health condition or to care for a family member who is a covered service member, if a health care provider determines it is medically necessary. If an employee requests intermittent or reduced schedule PFML leave for their own serious health condition, the Company may request additional information and will work with the employee to identify a schedule for leave that meets the employee's needs without unduly interrupting the Company's business operations (subject to the approval of the employee's healthcare provider).

[In the case of PFML leave for the birth, adoption or foster care placement of a child, the Company will consider requests to take leave intermittently or on a reduced schedule on a case-by-case basis depending upon the needs of the Company.

Employees may take PFML leave on an intermittent or reduced schedule basis when leave is due to a qualifying exigency.

PFML leave can be taken in one-hour increments. Taking leave intermittently or on a reduced leave schedule will result in a proportionate reduction in the employee's available allotment of leave. Employees cannot apply for payment of benefits for intermittent PFML leave until they have accumulated 8 hours of leave time or until 30 calendar days following the first use of intermittent leave, whichever comes first.

Employees seeking intermittent PFML leave must notify the Department and their Dahl Consulting representative of the schedule for intermittent leave. Employees who are approved for and use intermittent leave and fail to work in accordance with that agreed-upon schedule may be subject to discipline. If an employee's use of intermittent PFML leave is inconsistent with the Department's approval, the Company may also request additional information in support of the need for leave.

## ***Applying for PFML Benefits***

Employees must file claims for PFML benefits directly with the Department using the Department's forms. Applications may be submitted using the Department's online system at [www.mass.gov/DFML](http://www.mass.gov/DFML), and may be submitted up to sixty (60) days prior to the

anticipated start date of PFML leave. Applications must be submitted no later than ninety (90) days after the start of PFML leave unless the employee establishes good cause.

### ***Requesting PFML Leave***

Employees must provide at least 30 days advanced written notice to their Dahl Consulting representative and specify the anticipated starting date of the leave, the anticipated length of the leave and the expected date of return.

If the employee is unable to provide 30 days' notice due to circumstances beyond their control, the employee must provide notice as soon as practicable. Failure to provide timely notice may result in a partial denial or delay in an employee's receipt of PFML. A request for an extension must be filed 14 calendar days prior to the expiration of the original approved leave, unless it is determined by the Department that good cause for the delay is shown.

Employees who are planning medical treatment should consult with the Company in advance of an application to the Department and make a reasonable effort to schedule the treatment that will not unduly disrupt the Company's business operations (subject to approval from the employee's health care provider).

The Company will treat any medical or health information as confidential and will not disclose such information except with the permission of the employee requesting leave, unless disclosure is otherwise required by law.

The Department may deny an application for PFML benefits if proper notice is not made to the Company as described above.

### ***Return to Work***

An eligible employee who takes PFML leave and returns to work on or before the approved leave's end date will be entitled to return to their former job or to an equivalent job with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave. Upon reinstatement, taking PFML leave will not affect an employee's previously held right to accrue vacation time, sick leave, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs.

The Company may deny restoration to any employee if:

- Other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or change in operating conditions; or
- If the contract for employment for which the employee was hired has concluded and the Company would not have otherwise continued to employ the employee.

### ***Coordination with Other Leaves and Benefits***

Leave taken under the PFML will run concurrently with leave taken under the Massachusetts Parental Leave Act, the federal Family and Medical Leave Act and any disability plan or employer paid family and medical leave program when the leave is for the same qualifying reason. In no case will the combined pay an eligible employee receives through any wage-replacement program(s), including PFML benefits and any Company-provided paid family and medical leave program, exceed the employee's average weekly wage. Additionally, all wage-replacement benefits will be fully integrated to avoid duplication of benefits, to the fullest extent permitted by state or federal law.

Employer policy governs the employee's use of available vacation, sick leave, or other accrued paid time off benefits to supplement their PFML benefit to receive their full average weekly wage during some or all of the PFML.

### ***Fraudulent Use of PFML Prohibited***

Employees who fraudulently obtain PFML benefits will not receive the protections and benefits provided by the law and may be required to repay any benefits received.

### ***Protected Rights***

The Company takes its PFML obligations very seriously and will not interfere with, restrain, or deny the exercise of any right protected under the PFML. The Company will not discriminate or retaliate against any individual because they use or request leave in accordance with this policy, file a complaint or institute a proceeding related to the PFML, testify or provide information in an inquiry or proceeding related to the PFML, or otherwise exercise their rights under the PFML. If an employee believes that their PFML rights have been violated in any way, they should immediately report the matter to their Dahl Consulting representative.

Employees may also contact their Dahl Consulting representative with questions regarding PFML leave or benefits.

### **Mandatory Time Off / Day of Rest**

Dahl Consulting will provide employees with at least one day (24 consecutive hours) of rest every seven days. The day of rest will include an uninterrupted period between the hours of 8:00 a.m. and 5:00 p.m.

### **Sunday Work**

Employees required to perform their usual work on a Sunday will be provided 24 consecutive hours without work during the following six days.

## **Parental Leave**

Eligible full-time employees working in Massachusetts are entitled to take up to eight weeks of unpaid leave for the:

- Birth of a child; or
- Placement for adoption or placement pursuant to a court order of a child under 18 years of age (or under 23 years of age if the individual is mentally or physically disabled).

Employees are entitled to up to eight weeks of leave per child. If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of eight workweeks off between the two.

Employees are eligible for leave under this policy if they are full-time and have completed the initial probationary period of three months. Employees are eligible for leave under this policy if they are full-time and have been employed by the Company for at least three consecutive months.

### ***Notice of Leave***

Employees must give at least two weeks' notice of their anticipated date of departure and intention to return to work. If the need for leave arises under circumstances that, for reasons beyond the employee's control, do not allow for two weeks' notice, employees must give notice as soon as practicable.

### ***Terms of Leave***

Parental leave will be without pay, unless an employee chooses to use accrued paid vacation, personal, medical and/or sick leave concurrently with all or part of the unpaid parental leave. Sick leave may only be used during portions of the parental leave that qualify for leave under the Company's sick leave policy, however. The Company will not require an employee to use accrued paid vacation or sick leave concurrently with any part of a parental leave. However, if an employee's parental leave qualifies as leave under the Family and Medical Leave Act, the two leaves will run concurrently. Eligible employees may apply for disability benefits related to their childbirth and/or pregnancy-related disabilities under the same terms and conditions that apply to other medical disabilities.

Parental leave will not affect the employee's rights to receive vacation time, sick leave and other benefits for which he or she was eligible at the commencement of leave.

### ***Return to Work***

At the conclusion of parental leave, employees will be reinstated to their previous position or a similar position with the same status, pay, length of service credit and seniority as of the date of their leave, unless other employees of equal seniority and status in the same or similar position were laid off due to economic conditions or other changes in operating

conditions during the employee's parental leave. If an employee requests and is granted an extension of parental leave beyond eight (8) weeks, and if this extension is not covered by any other statute such as the FMLA, the employee's job will be not protected beyond the initial eight (8) week period. Under these circumstances, Dahl Consulting provides no assurance the employee will be restored to their previous position or a similar position when the extension expires.

### ***Anti-Discrimination***

The Company will not discriminate or retaliate against employees because they request or take leave in accordance with this policy.

### **Small Necessities Leave**

Employees eligible for leave under the Company's Family and Medical Leave policy, as set forth in the Employee Handbook, may take an additional 24 hours of unpaid leave during a 12-month period in order to:

- Participate in school activities directly related to the educational advancement of their children (such as parent-teacher conferences and interviewing for new schools);
- Accompany their children to routine medical and dental appointments (such as check-ups or vaccinations); or
- Accompany elderly relatives (individuals who are at least 60 years old and related to the employee by blood or marriage) to medical or dental appointments or appointments for other professional services related to the elder's care (such as nursing home interviews).

### ***Notice of Leave***

When foreseeable, employees must request leave no less than seven days in advance. If need for the leave is not foreseeable, the employee must request the leave as soon as practicable under the circumstances.

### ***Terms of Leave***

Leave under this policy can be taken intermittently or on a reduced-schedule basis, and leave will be counted in increments of one hour.

If you have any questions about this policy, please contact your Dahl Consulting representative.

### **Abuse Victim Leave**

Employees who are victims of abusive behavior, defined for purposes of this policy to include domestic violence, stalking, sexual assault and kidnapping, or that have a family



member who is a victim of abusive behavior, may take up to 15 days of unpaid leave within a 12-month period to address issues related to the abuse. For purposes of this policy, abusive behavior includes conduct by a current or former spouse; a person with whom the employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the employee or covered family member; a person related by blood or marriage to the employee or covered family member; or a person with whom the employee or covered family member has or had a dating relationship.

Employees must exhaust any available annual vacation leave, PTO, personal leave and sick leave, if applicable.

An employee who is the perpetrator of the abusive behavior is not eligible for leave under this policy.

Covered family members include the employee's spouse; a person in a dating or engagement relationship with the employee and who resides with the employee; someone having a child in common with the employee; a parent, stepparent, child, stepchild, sibling, grandparent, grandchild or someone in a guardianship relationship with the employee.

Leave taken under this policy must be used to address issues directly related to the abusive behavior and may be used to:

- Seek or obtain medical attention; receive counseling, victim services or legal assistance;
- Secure housing;
- Obtain a protective order from a court;
- Appear in court or before a grand jury;
- Meet with a district attorney or other law enforcement official;
- Attend child custody proceedings; or
- Address other issues directly related to the abusive behavior against the employee or covered family member.

Employees may take up to 15 days of leave within a 12-month period. The 12-month period begins on the date of an employee's first use of such leave and ends 12 months after that date.

Where they overlap, leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act.

Employees needing leave under this policy must provide advance notice of the need for leave to the greatest extent possible. However, if there is a threat of imminent danger to

the health or safety of the employee or a covered family member, the employee must notify their Dahl Consulting representative within three workdays that protected leave was taken or is being taken. Such notice may be provided by the employee, a family member of the employee or a professional assisting the employee with addressing the abusive behavior, and can be made via telephone, in person or in writing.

If an absence is unscheduled, the Company will not take any negative action against the employee as long as the employee provides appropriate documentation within 30 days of the unauthorized absence.

The Company may require employees to provide supporting documentation demonstrating that the employee or a covered family member was the victim of abusive behavior and that the reason for taking leave was related to that behavior. Such documentation should be provided within a reasonable period of time and may include:

- A protective order or other document issued by a court;
- A document under the letterhead of a court, provider or public agency that the employee attended for the purpose of obtaining assistance regarding the abusive behavior;
- A police report or witness statement provided to the police;
- Documents showing that the perpetrator was convicted of an offense constituting abusive behavior, or admitted to facts sufficient to establish guilt of abusive behavior;
- Medical documentation;
- A sworn statement, signed under penalty of perjury, from a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional advocate who has assisted the employee and/or their family address the effects of abusive behavior; or
- A sworn statement, signed under penalty of perjury, from the employee, attesting that the employee or a covered family member has been the victim of abusive behavior.

All information and documentation related to an employee's use of domestic violence leave will be kept confidential, unless such disclosure is expressly required by law, requested in writing by the employee or necessary to protect the safety of the employee or other employees.

Upon return from leave, employees will be restored to their original position or to an equivalent position. The Company will not take any adverse action against an employee for exercising his or her rights under this policy. Additionally, employees taking leave under this policy will not lose any benefits accrued prior to the start of the leave.

## **Crime Witness Leave**

Employees who are victims of a crime may time off from work to appear as a witness in a criminal proceeding regarding that crime. Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial week absence due to witness duty.

Employees should notify their Dahl Consulting representative of their required service prior to the day of attendance.

## **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, harassed, coerced, or penalized because they request or take leave in accordance with this policy.

All employees, including temporary employees, will receive their regular compensation during the first three days of jury service. Any additional 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 due to jury duty.

Employees scheduled to work at night will not be required to: (1) work beyond midnight the night before first day of jury service; (2) work while impaneled on a trial unless authorized by the judge; or (3) be required to work on the last day of service if released by the court after 4 pm.

Employees should 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 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.

Employees who have less than two consecutive hours between the time their polling location opens and the time their scheduled shift begins may arrive late to work so that they have a total of two consecutive hours after the polls open to vote. Time off under this policy will be without pay, except that exempt employees may receive pay, as required by law.

Employees must provide reasonable advance notice of the need for time off to vote so that time off can be scheduled to minimize disruption to normal work schedules.

## **Military Leave**

In addition to the military leave rights set forth in the Employee Handbook, members of the armed forces of the Commonwealth, including the state defense force, the state staff, or the armed forces of another state or territory who are employed within Massachusetts and ordered to active duty under state or federal law, are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the National Handbook.

When military service, as described above, is in support of a critical homeland security or emergency management operation, as determined by the adjutant general, it will not be counted toward the cumulative five-year period of absence allowed for military leave.

## **Veterans' Day and Memorial Day Leave for Veterans**

The Company will provide employees who are veterans time off to participate in local Veterans' Day or Memorial Day exercises, parades or services. For purposes of this policy, a veteran is someone who has received an honorable discharge from military service.

Employees whose services are essential and critical to public health and safety and to the Company's safety and security are not eligible for this leave.

Leave under this policy will be unpaid.

Employees should contact their Dahl Consulting representative to make appropriate arrangements.

## **Volunteer Emergency Responder Leave**

An employee who serves as a volunteer firefighter or emergency medical technician may take time off from work to respond to an emergency that occurs prior to the time the employee is scheduled to report to work. For purposes of this policy, "respond to an emergency" means responding to, working at the scene of or returning from, a fire, rescue, emergency medical service call, hazardous materials incident or a natural or man-made disaster in the good faith belief that such action is necessary to prevent the imminent loss of life or property.

Leave under this policy will be unpaid except that exempt employees will receive pay when required by applicable law.

The Company may request employees to provide a statement signed by the chief of the fire or ambulance department certifying the date and time the employee responded to and returned from the emergency.

# **SAFETY AND SECURITY**

## **Smoke-Free Workplace**

The Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. Employees wishing to smoke must do so outside the company's facilities during scheduled work breaks.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

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 their Dahl Consulting representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Massachusetts law or this policy.

Employees that violate this policy may 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 it is a violation of Massachusetts law to use a cell phone while driving, except in hands-free mode. It is also a violation of Massachusetts law to read or view text, images or video displayed on a mobile electronic device while driving (except for maps generated by a navigation app or system and displayed on a mounted electronic device.)