



Handbook Addendum for

NEVADA

2024

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GENERAL INFORMATION

About This Nevada Addendum

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

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

The Nevada 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 their 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 Assignment Handbook, Dahl Consulting is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Nevada law, which prohibits discrimination and harassment against any employees or applicants for employment based on age (40 and over), disability (including HIV/AIDS and including the use of an aid, appliance or service animal), race (including traits associated with race such as hair texture and protective hairstyles), color, religion, sex, national origin, pregnancy (including childbirth and related medical conditions), sexual orientation, gender identity or expression, lawful use of a product during nonworking hours that does not adversely affect job performance or employee safety, genetic information and National Guard membership. 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 complies with the Nevada law that restricts the circumstances under which employers can request or consider a consumer credit report or other credit information when evaluating a prospective or current employee.

Pregnancy 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. 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 business operations.

A reasonable accommodation may include, but is not limited to, the following: modified equipment; different seating; revised break schedules, including changes to the frequency or duration of breaks; space in an area other than a bathroom that can be used for expressing breast milk; assistance with manual labor that is incidental to the primary work duties of the employee; light duty assignments; temporary transfer to less strenuous or hazardous work; a restructured position or modified work schedule.

The Company may require that employees provide an explanatory statement from their physician regarding the specific accommodation recommended by the physician.

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

Upon request employees will be allowed a reasonable opportunity to inspect their personnel file during regular business hours. Employees should make their request to their Dahl Consulting representative. Employees who have been employed by the Company for more than 60 days will also be allowed a reasonable opportunity to inspect their personnel file or provided with a copy of the file within 60 days after leaving the Company.

The Company will, upon request, provide a copy of the personnel file to current or former employees. Employees may be required to pay the actual cost of providing copies.

The following records will not be made available for inspection by employees: confidential reports from previous employers or investigative agencies, other confidential investigative files concerning the employee or information concerning the investigation, arrest or conviction of the current or former employee for a violation of any law.

Employees who disagree with any of the information contained in their personnel file should notify their Dahl Consulting representative in writing. If the Company agrees with the correction, it will change the information in the employee's file. Employees may also submit a reasonable written explanation of reasonable length in response to any entry in their personnel file, and the Company will maintain this explanation as part of the employee's personnel file.

Discussion of Wages

No employee is prohibited from inquiring about, discussing, or voluntarily disclosing information about their own wages or the wages of another employee. The Company will not terminate or otherwise discriminate against employees because they make such inquiries, discussion, or disclosures about their wages or the wages of another employee.

This policy does not apply to any employee who has access to information about the wages of other employees as part of their essential job functions and discloses the information to a person who does not have access to that information.

PAY PRACTICES

Meal and Rest Breaks

Employees who work eight continuous hours are permitted at least one 30-minute uninterrupted meal break. During the break, employees will be relieved of all duties. An uninterrupted meal break lasting at least 30 minutes will be unpaid for nonexempt employees.

Employees are also allowed one 10-minute paid rest break for each four hours (or major fraction of four hours) worked. When determining how many hours an employee has worked for purposes of providing rest breaks, unpaid meal breaks will not be counted. Rest breaks will be provided in accordance with the following schedule:

Duration of Shift In Hours	# of 10 Minute Rest Breaks	Comments
0 to < 3.5	0	Employees who work less than three and a half continuous hours in a workday are not entitled to take a rest break.
3.5 to < 7	1	Employees who work at least three and a half hours but less than seven continuous hours in a workday are allowed one 10-minute rest break.
7.0 to < 11.0	2	Employees who work at least seven but less than 11 continuous hours in a workday are allowed two 10-minute rest breaks.
11.0 to < 15.0	3	Employees who work at least 11 but less than 15 continuous hours in a workday are allowed three 10-minute rest breaks.
15.00 to < 19	4	Employees who work at least fifteen but less than nineteen continuous hours in a workday are allowed four 10-minute rest breaks.

Rest breaks will be provided as close as practical to the middle of each four-hour work period.

Employees who are unable to take all of the 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.

Overtime

In addition to the overtime premium pay described in the Employee Handbook, nonexempt employees who earn less than one and one-half times the current Nevada minimum wage will be paid time and one-half of their regular rate of pay for hours worked in excess of eight hours per workday. The workday in Nevada is defined as a period of 24 consecutive hours that begins when the employee begins work. This daily overtime provision does not apply when, by mutual agreement with the Company, the employee works a scheduled 10 hours per day for four calendar days during the workweek.

Lactation Accommodation

The Company will provide reasonable break time to accommodate an employee desiring to express breast milk for the employee's child under one year of age. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with meal and/or rest breaks already

provided to the employee, the break time will be unpaid, unless otherwise required by law. When additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will provide employees with the use of a place, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others and free from intrusion by others for the employee to express breast milk. Employees should discuss with their supervisor or Dahl Consulting representative the location to express their breast milk and to make any other arrangements under this policy.

If the Company determines that providing a reasonable break time or a private space to express breast milk will cause an undue hardship to the Company, it will meet with the employee to agree upon a reasonable alternative. If the Company and the employee are unable to reach an agreement, the Company will select a reasonable alternative for the employee.

Employers with fewer than 50 employees: The Company reserves the right not to provide the accommodations described in this policy, if to do so would impose an undue hardship on company operations.

The Company strictly prohibits retaliation against employees for taking break time or using the location provided to express breast milk, or for taking any action in an attempt to require the Company to comply with this policy.

TIME OFF AND LEAVES OF ABSENCE

Nevada Paid Leave

Employers with at least 50 employees in Nevada.

The Company provides eligible employees with Nevada Paid Leave pursuant to the Nevada Paid Leave Law (“NPLL”)

Eligibility

All employees working in Nevada for the Company are generally eligible to receive Nevada Paid Leave under this policy. Eligible employees do not include those who are:

- Temporary employees who work less than 90 days on an occasional or temporary basis (whether paid by the Company or a temporary employment agency, training school or training center);
- Seasonal employees who typically work less than 90 days and/or who are hired for a specific season;
- On-call employees who are called out to work on an hourly or daily basis based upon Company need; or
- Per-Diem employees.

Accrual and Carryover of Nevada Paid Leave

Employees begin to accrue Nevada Paid Leave on their first calendar day of employment with the Company or their date of eligibility under the NPLL, whichever is later.

Nevada Paid Leave accrues at a rate of 0.01923 hours for every hour worked. 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 Nevada Paid Leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue Nevada Paid Leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused Nevada Paid Leave from one year to the next. For purposes of this policy, the year is Beginning January 1, 2024 or the employees first day of employment, whichever is later. The Company does not pay out any unused Nevada Paid Leave at year-end in lieu of carryover.

Employees will be able to determine the amount of Nevada Paid Leave available for use by reviewing their paystubs.

Using Nevada Paid Leave

Thereafter, employees may use Nevada Paid Leave as it is accrued.

Nevada Paid Leave may be used for any reason of the employee's choosing, so long as the time is used in accordance with this policy and the NPLL. These reasons may include, for example:

- Treatment of a mental or physical illness, injury or health condition;
- Receiving a medical diagnosis or medical care;
- Receiving or participating in preventative care;
- Participating in caregiving; or
- Addressing other personal needs related to the health of the employee.

Employees may use a maximum of 40 hours of Nevada Paid Leave per benefit year.

To the extent allowed by applicable law, the Company reserves the right to require the use of Nevada Paid Leave during an absence from work. Employees are not required to search for or find a replacement worker to cover the period during which they use Nevada Paid Leave.

Notice Required

If the need to use Nevada Paid Leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least 7 days advance notice to their Dahl Consulting representative of an absence from work. If the need to use Nevada Paid Leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable after the employee is aware of the need

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

When notifying the Company of the need to use Nevada Paid Leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that they are requesting to use Nevada Paid Leave to cover their absence (as opposed to, for example, vacation], etc. so that the absence may be designated as Nevada Paid Leave. However, the employee is not required to provide the Company a reason for their leave.

Discipline for Unprotected Use of Nevada Paid Leave

Discipline – up to and including termination – may be taken against an employee who uses Nevada Paid Leave in a manner not consistent with the NPLL, or who violates this policy’s requirements concerning requesting, using, and/or recording use of Nevada Paid Leave.

Rate of Pay

The rate of pay for Nevada Paid Leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused Nevada Paid Leave at any time, including upon separation from employment for any reason.

If an employee’s employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee’s previously accrued but unused Nevada Paid Leave balance will be reinstated and made available for use in accordance with the NPLL.

No Discrimination or Retaliation

As long as the use of Nevada Paid Leave complies with the requirements of this policy and the NPLL, the Company will not count employees’ use of Nevada Paid Leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of Nevada Paid 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 Nevada Paid 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 this Nevada Paid Leave policy should contact their Dahl Consulting representative.

Sick Leave to Care for Immediate Family Members

Employees may use paid or unpaid sick leave provided by the Company to assist an immediate family member who has an illness, injury, medical appointment or other authorized medical need, to the same extent and on the same terms that the employee is able to use sick leave for the employee's own illness or injury. For purposes of this policy, an "immediate family member" includes the employee's child, foster child, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent or stepparent, or a person for whom the employee is a legal guardian.

The Company may, at its sole discretion, limit the amount of sick leave available to care for an immediate family member to the amount of sick leave an employee would accrue in six months.

This policy does not extend the amount of leave to which an employee may be entitled under the federal Family and Medical Leave Act.

The Company will not discriminate or retaliate against employees for requesting or using sick leave in accordance with this policy or for attempting to exercise or prosecute a violation of their rights under the law. Employees with questions or concerns regarding this policy or who would like to request time off under this policy should contact their Dahl Consulting representative.

School-Related Activities Leave

The Company will grant up to four hours of time off during any school year to employees who are the parent, guardian or custodian of a child enrolled in public school to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours
- Volunteer or otherwise be involved at the school in which the employee's child is enrolled during regular school hours; and
- Attend school-sponsored events.

Leave must be taken in increments of at least one hour.

Employees wishing to take time off under this policy must submit a written request for leave to their Dahl Consulting representative at least five school days before the requested leave. The leave will be at a time mutually agreed upon by the employee and the Company.

The Company may require employees to provide documentation verifying that, during the time of leave, the employee attended an eligible school-related activity.

Time off under this policy will be without pay, except that exempt employees may receive pay for partial day absences, as required by applicable law.

School Conferences or Emergencies Leave

The Company will allow employees who are parents (including legal guardians or custodians) time off from work in order to:

- Appear at a conference requested by their child's school administrator; or
- Respond to notice from their child's school of an emergency involving their child.

Employees should notify their Dahl Consulting representative as soon as possible that they will require time off for a school conference or emergency. Time off under this policy will be unpaid, except that exempt employees may receive pay for partial day absences, as required by applicable law.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to summonses or subpoenas for jury service or to appear as a witness in a judicial or administrative proceeding, attend court for prospective jury service, serve as a juror, or appear as a witness or potential witness in a judicial or administrative proceeding. 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 notice of any jury summons or subpoena at least three days before their appearance is required.

Verification of having served as a juror or witness may be required.

Employees who are summoned to appear for jury duty will not be required to work within the eight hours prior to the time jury duty is scheduled to begin. On any day in which the employee's jury service lasts four or more hours, including time traveling to and from court, employees will not be required to work between 5:00 p.m. on that day and 3:00 a.m. the following day.

Time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness or potential witness in a judicial or administrative proceeding is not compensable except that exempt employees will not incur any reduction in pay for a

partial week's absence due to jury or witness duty. Employees will not be asked or required to use sick leave or vacation time for jury duty.

Court Attendance Leave

The Company will allow employees who are the parent, guardian or custodian of a child to miss work in order to appear at the child's juvenile proceeding.

Employees seeking leave under this policy must notify their Dahl Consulting representative in advance of the appearance. For detention hearings, employees must provide verbal notice in advance of the hearing, as well as a certificate of attendance immediately upon return to employment. For subsequent hearings, employees must provide a copy of the written notice of the hearing before the date of the requested leave.

Time off under this policy will be without pay except that exempt employees may receive pay, as required by applicable law.

The Company will not terminate or threaten to terminate employees because they request or take time off in accordance with this policy.

Time Off to Vote

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

Employees who are registered voters and do not have sufficient time before or after work to vote will be allowed sufficient time off, without loss of pay, to vote. For purposes of this policy, sufficient time outside of working hours to vote means:

- One hour for employees whose polling place is two miles or less from the workplace;
- Two hours for employees whose polling place is more than two, but not more than ten, miles from the workplace; or
- Three hours for employees whose polling place is more than ten miles from the workplace.

Employees must provide notice of the need for time off to vote prior to Election Day. The Company may specify the particular time during which employees may be absent to vote.

The Company will not make deductions from employees' salary or wages or otherwise penalize employees for taking leave in accordance with this policy.

Proof of having voted may be required.

Military Leave

In addition to the military leave rights set forth in the Employee Handbook, Nevada employees who are members of the Nevada National Guard or the National Guard of any other state may take unpaid military leave to participate in active duty or field training or is called to active National Guard duty. The Company will not terminate employees for participating in such activities.

Employees should submit a written request for leave and documentation verifying eligibility for leave to the Company as soon as they become aware of the need for leave under this policy.

Legislative Leave

Employees who serve in the Nevada State Legislature may take time off from work to attend sessions and committee meetings during the legislative interim.

Time off under this policy will be unpaid, except that exempt employees will be paid when required by applicable law.

Volunteer Search and Rescue, Sherriff's Department Reserves and Civil Air Patrol Leave

Employees who are search-and-rescue volunteers, reserve members in a sheriff's department or members of a Civil Air Patrol unit may be allowed time off for reasons relating to their service in one of these units.

Employees and applicants who are members or become members of one of these units must immediately notify their Dahl Consulting representative and must provide notice of any change in their status as a volunteer.

The Company reserves the right to not allow an employee to participate in search and rescue activities during normal working hours and will notify the employee of this decision as soon as practicable after the employee's disclosure of membership in a volunteer search and rescue.

Time off under this policy will be without pay, except that exempt employees may receive pay, as required by applicable law.

Volunteer Emergency Responder Leave

Employees will be allowed time off from work when needed to serve as volunteer firefighters or volunteer ambulance drivers or attendants. For purposes of this policy a volunteer ambulance driver or attendant is one who provides those services on an ambulance owned or operated by a nonprofit organization that provides volunteer

ambulance service in Nevada or a political subdivision of the state. Employees will not be terminated for requesting or taking time off in accordance with this policy.

Employees and applicants for employment who are or who become volunteer firefighters or ambulance drivers or attendants must immediately notify their Dahl Consulting representative of their status and must provide notice of any change in their status as a volunteer.

Time off under this policy will be without pay, except that exempt employees will be paid when required by applicable law.

Domestic Violence Victim Leave and Reasonable Accommodations

Employees who are victims of domestic violence or sexual assault, or employees whose family or household members have been a victim of domestic violence or sexual assault, may take up to 160 hours of unpaid leave within 12 months immediately following the date on which the domestic violence or sexual assault occurred. Only employees employed with the Company for at least 90 days are eligible for this leave.

Employees may use leave available under this policy as follows:

- For the diagnosis, care or treatment of a health condition related to an act of domestic violence or sexual assault against the employee or the employee's family or household member;
- To obtain counseling or assistance related to an act of domestic violence or sexual assault against the employee or the employee's family or household member;
- To participate in any court proceedings related to an act of domestic violence or sexual assault against the employee or the employee's family or household member; or
- To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member.

Employees may use leave under this policy consecutively or on an intermittent basis. If the reason for using leave is also a qualifying reason under the federal Family and Medical Leave Act (FMLA) and the employee is in fact eligible for FMLA leave, then the Company will also deduct the leave from the employee's available FMLA leave.]

After an employee's initial leave for an occurrence of domestic violence or sexual assault, the employee must provide at least 48 hours' advance notice to the Company of the need to use additional hours of leave under this policy. Employees who take leave under this policy are required to provide the Company with documentation that supports the employee's reason for leave, such as a police report, a copy of an application for an order for protection, an affidavit from a victim's organization or documentation from a physician. The Company will keep such documentation confidential, and it will be retained consistent with FMLA requirements.

In addition to leave, employees who are victims of domestic violence or sexual assault, or employees whose family or household members have been a victim of domestic violence or sexual assault, may request reasonable accommodations from the Company. Potential accommodations include:

- Transfers or reassignments;
- Modified schedules;
- New work telephone numbers; or
- Any other reasonable accommodations which will not create an undue hardship for the Company and are necessary to ensure the safety of the employee and workplace.

The Company requires documentation to support the employee's request for a reasonable accommodation under this policy.

The Company will not discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against employees who request leave or accommodations under this policy, participates as witnesses or parties in domestic violence or sexual assault court proceedings, or were the victim of domestic violence or sexual assault committed at work.

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. For purposes of this policy, "smoking" includes the use of electronic smoking devices.

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 Nevada 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 using a cell phone to engage in voice or nonvoice communications (e.g., texting, e-mailing or instant messaging) without a hands-free device while driving is a violation of Nevada law, in addition to being a violation of company policy. It is also unlawful in

Nevada for a driver to operate a vehicle while manually typing or entering text into a handheld wireless communication device or while sending or reading data using a handheld wireless communications device to access or search the Internet.