



**Handbook Addendum for**

**NEW HAMPSHIRE**

**2024**

# TABLE OF CONTENTS

GENERAL INFORMATION.....	1
About This New Hampshire Addendum .....	1
COMMITMENT TO DIVERSITY.....	1
Equal Employment Opportunity .....	1
GENERAL EMPLOYMENT PRACTICES.....	2
Whistleblower Protections .....	2
Access to Personnel Files .....	2
PAY PRACTICES.....	3
Meal Breaks.....	3
DISCUSSION OF WAGES .....	3
TIME OFF AND LEAVES OF ABSENCE .....	3
Day of Rest.....	3
Pregnancy Disability Leave .....	3
Crime Victim Leave.....	4
Jury Duty Leave.....	4
Military Leave.....	5
Time Off on Veterans' Day .....	5
Emergency Responder Leave .....	5
Time Off for Volunteer Firefighters and EMTs.....	5
SAFETY AND SECURITY .....	6
Smoke-Free Workplace.....	6
Cell Phone Use / Texting While Driving .....	6

# **GENERAL INFORMATION**

## **About This New Hampshire Addendum**

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

The New Hampshire Addendum applies only to New Hampshire employees. It is intended as a resource containing specific provisions derived under New Hampshire law that apply to the employee's employment. It should be read together with the Employee Handbook and, to the extent that the policies in the New Hampshire Addendum are different from, or more generous than those in the Employee Handbook, the policies in the New Hampshire Addendum will apply.

The New Hampshire Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting or that person's authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the President/Owner of Dahl Consulting or an authorized representative.

If employees have any questions about these policies, they should contact their Dahl Consulting representative.

## **COMMITMENT TO DIVERSITY**

### **Equal Employment Opportunity**

As set forth in the Employee Handbook, Dahl Consulting is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with New Hampshire law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, creed, national origin (including ancestry), sex (including pregnancy and pregnancy-related medical conditions), disability, age, marital status, National Guard membership, sexual orientation (actual or perceived), gender identity, status as a victim of domestic violence, harassment, sexual assault or stalking and genetic information. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company also complies with the New Hampshire law prohibiting retaliation against employees solely because they request a flexible work schedule.

# **GENERAL EMPLOYMENT PRACTICES**

## **Whistleblower Protections**

As is set forth more fully in the Reporting and Anti-Retaliation Policy in the Employee Handbook, the Company is committed to promoting compliance with the laws, rules and regulations that govern its business operations. The Company will not retaliate against, or tolerate retaliation against, any employee who in good faith:

- Reports or causes to be reported an alleged violation of law;
- Objects to or refuses to participate in any activity that the employee, in good faith, believes is a violation of the law;
- Participates in an investigation, hearing or inquiry conducted by any governmental entity or any court concerning allegations that the Company violated the law; or
- Refuses to execute a directive that violates any law or rule adopted by the state or political subdivision of the United States.

Employees who wish to report a concern regarding a possible violation of law or who feel they have been retaliated against for making such a report should immediately contact their Dahl Consulting representative.

Employees should also consult the Reporting and Anti-Retaliation Policy set forth in the Employee Handbook for further information about reporting potential misconduct and protections from retaliation.

## **Access to Personnel Files**

Current and former employees may inspect their personnel file in the presence of a company representative during regular business hours. Upon further request, the Company will provide the employee with a copy of all or part of his or her personnel file. The Company may charge the employee a reasonable fee related to the cost of copying the requested documents.

If, upon inspection, an employee disagrees with any information in his or her personnel file, and the employee and the Company cannot agree to remove or correct the information, the Company will allow the employee to submit a written statement of explanation along with any supporting documentation. This statement will be maintained in the employee's personnel file and will be included in any transmittal of the file to a third party.

Certain information will not be available for inspection, including information relating to government security inspections and information relating to other ongoing investigations if disclosure of the information may prejudice law enforcement.

Employees who wish to review their personnel file should submit a written request to their Dahl Consulting representative.

## **PAY PRACTICES**

### **Meal Breaks**

Employees who work five hours or more in a shift will be entitled to one 30-minute meal break. Employees will be relieved of all duties during the meal break.

An uninterrupted 30-minute meal break will be unpaid for nonexempt 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.

### **Discussion of Wages**

No employee is prohibited from disclosing the amount of their wages, salary or paid benefits. The Company will not terminate, discipline or otherwise discriminate against any employee because they make such a disclosure.

## **TIME OFF AND LEAVES OF ABSENCE**

### **Day of Rest**

Employees will not be required or permitted to work on a Sunday unless they are scheduled for at least one day (24 consecutive hours) off from work within the next six consecutive days.

### **Pregnancy Disability Leave**

Eligible employees will be allowed a leave of absence while unable to perform their essential job functions because of a temporary physical disability resulting from pregnancy, childbirth or related medical conditions. Employees returning from pregnancy disability leave will be reinstated to their original job or to a comparable position unless business necessity makes doing so impossible or unreasonable.

For all other employment-related purposes, the Company will treat an employee disabled by pregnancy, childbirth or related medical conditions in the same manner as it treats other employees with a temporary disability.

## Crime Victim Leave

Eligible employees who are the victim of a crime may take time off from work to attend court or other legal or investigative proceedings associated with the prosecution of the crime.

Employees are eligible for time off under this policy if they are:

- The victim of a crime and have suffered direct or threatened physical, emotional, psychological or financial harm as a result of the crime or attempted crime;
- An immediate family member of a victim who is a minor or who is incompetent; or
- An immediate family member of a homicide victim.

For purposes of this policy, *immediate family member* includes a parent, stepparent, child, stepchild, sibling, spouse, grandparent, legal guardian of the victim or any person involved in an intimate relationship with and residing in the same household as the victim.

Any employee requesting such leave must provide their Dahl Consulting representative with notice from the court or agency of the scheduled hearing, conference or meeting.

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 for witness duty under this policy. Additionally, employees may use accrued paid vacation time or personal time while attending such proceedings. Moreover, the Company may limit the leave provided under this policy if the leave creates an undue hardship on its business.

Confidentiality of the situation will be maintained to the extent possible. The Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

## Jury Duty Leave

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

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

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

## **Military Leave**

New Hampshire employees who are called to active duty by the governor as members of the New Hampshire National Guard or state militia or reserves are entitled to the rights, privileges and responsibilities with respect to employment that are set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Accordingly, if eligible employees are called to active duty, they are entitled to a leave of absence in accordance with the Military Leave policy set forth in the Employee Handbook.

## **Time Off on Veterans' Day**

The Company will provide qualifying veterans time off on Veterans' Day, so long as they provide reasonable advance notice when requesting time off. For purposes of this policy, qualifying veterans are those who have received an honorable discharge from the United States armed services.

Time off under this policy will be unpaid.

## **Emergency Responder Leave**

Employees who are members of a fire department, rescue squad or emergency medical services agency will be allowed time off when called to respond to events declared by the Governor or the general court to be an emergency.

The Company reserves the right to notify the director of emergency services, head of the local emergency management agency or other appropriate person that the employee is essential to the Company's own emergency or disaster relief activities, and therefore is unable to respond.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law. Additionally, employees may elect to use accrued vacation or other accrued leave during time off under this policy but are not required to do so.

The Company will not discriminate, or tolerate discrimination, against any employee who takes time off under this policy.

## **Time Off for Volunteer Firefighters and EMTs**

The Company will not take disciplinary action against an employee who is a volunteer member of a fire or ambulance department and fails to report to work at the start of their regular working hours because they are responding to an emergency they witness or come upon while on their way to work.

For purposes of this policy, a "volunteer member" includes a volunteer, call, reserve, or permanent-intermittent firefighter or emergency medical technician ("EMT") but does not include any person who received compensation for more than 975 hours of those services during the preceding 6-month period.

The time during which the employee does not report to their regular working hours will be unpaid for non-exempt employees.

Employees who do not report to work on time for a reason covered under this policy must inform their Dahl Consulting representative of the reason for their failure to report on time.

The Company may request that the employee submit a statement signed by the chief of the fire or ambulance department certifying the date and time of the employee's response to an emergency.

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

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

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their Dahl Consulting representative. Employees will not be disciplined or retaliated against for reporting smoking that violates New Hampshire 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 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, in addition to being a violation of Company policy, it is also a violation of New Hampshire law to use a hand-held mobile electronic device while driving or write a text message using an electronic or telecommunications device while driving.