



Handbook Addendum for

NEW JERSEY

2024

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GENERAL INFORMATION

About This New Jersey Addendum

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

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

The New Jersey 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 and 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 Employee Handbook, Dahl Consulting is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with New Jersey law, which prohibits discrimination and harassment against any employees or applicants for employment based on race (including traits historically associated with race, such as hair texture, hair type and protective hairstyles), creed, color, national origin, ancestry, age, sex, pregnancy or breastfeeding (including childbirth, breastfeeding or expressing milk for breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding), marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, disability (including AIDS and HIV-related illnesses), liability for service in the U.S. Armed Forces and use or non-use of tobacco products outside the workplace. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Additionally, the Company prohibits retaliation against any employee who requests from, discusses with or discloses to a current or former employee, a lawyer from whom the employee seeks legal advice or a government agency information regarding the job title,

occupational category, rate of compensation (including benefits), gender, race, ethnicity, military status, or national origin of the employee or any other employee. Employees are not required to disclose their wage information.

Political Opinions

The Company will not take adverse action employment action or threaten to take such action in an attempt to induce or compel an employee to vote or refrain from voting for a particular candidate in an election.

Pregnancy and Lactation Accommodation

Employees may, based on the advice of their physician, request a reasonable workplace accommodation in connection with their own pregnancy, childbirth or related medical conditions, including recovery from childbirth. Employees who are breastfeeding an infant child can also request a workplace accommodation. The request must be based on their physician's advice. An accommodation will be provided unless it is unreasonable and would impose an undue hardship on the Company's ordinary operations.

Reasonable accommodations for pregnancy may include job modifications such as additional bathroom breaks, water breaks, periodic rest breaks, assistance with manual labor, job restructuring, modified work schedules and temporary transfers to less strenuous or less hazardous work. Reasonable accommodations for employees who are breastfeeding their infant children include reasonable daily break time and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area, for the employee to express breast milk for their infant child. The Company will consider accommodation requests on a case-by-case basis and may require accommodation requests to be supported by appropriate medical documentation.

The Company will not treat a pregnant or breastfeeding employee less favorably than it would treat non-pregnant/non-breastfeeding individuals who are similar in their ability or inability to work.

Employees who have questions about this policy or who wish to request an accommodation under this policy should contact their Dahl Consulting representative.

The Company will not tolerate any retaliation against any employee who makes a good-faith request for or uses an accommodation in accordance with this policy.

GENERAL EMPLOYMENT PRACTICES

Whistleblower Protections (Conscientious Employee Protection Act)

Employees have the right to complain of workplace practices or policies they believe to be in violation of the law, against public policy and/or fraudulent or unethical.

The Company will not terminate, demote, take any other adverse employment action or otherwise retaliate against an employee because the employee:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer or another employer with whom there is a business relationship, which the employee reasonably believes is in violation of a law or a rule or regulation issued under the law; is fraudulent or criminal; or, in the case of an employee who is a licensed or certified health care professional, constitutes improper quality of patient care;
2. Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law or a rule or regulation issued under the law by the employer or another employer with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to or testifies before any public body conducting an investigation, hearing or inquiry into quality of patient care;
3. Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation involving deception of or misrepresentation to any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity;
4. Provides information regarding any perceived criminal or fraudulent activity, or policy or practice of deception or misrepresentation, which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or
5. Objects to or refuses to participate in any activity, policy or practice that the employee reasonably believes:
 - a. Is in violation of a law or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - b. Is fraudulent or criminal; or
 - c. Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

When a disclosure is made to a public body, the protection against retaliation does not apply *unless* the employee has brought the activity, policy or practice to the attention of their Dahl Consulting representative in writing and has given the Company a reasonable opportunity to correct the activity, policy or practice. There is an exception, however, to this internal disclosure requirement if the situation is an emergency in nature and the employee reasonably believes that the activity, policy or practice is known to one or more company supervisors or reasonably fears physical harm as a result of the disclosure.

The Company has designated the following official to receive complaints and answer employee questions regarding this policy:

Dahl Consulting, Human Resources

7625 Parklawn Avenue, Edina, MN 55435

(952) 832-8326

PAY PRACTICES

Meal Breaks for Minors

Employees under the age of 18 who work six or more consecutive hours will be provided a 30-minute uninterrupted meal break. During the meal break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees. Breaks of less than 30 minutes will be counted as paid work time.

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.

TIME OFF AND LEAVES OF ABSENCE

New Jersey Family Leave

We recognize that employees may need to be absent from work for an extended period of time for family-related reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA). When both the FMLA and NJFLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee rights under the NJFLA. Employees should refer to the Employee Handbook for additional details regarding the FMLA. Questions concerning this policy should be directed to their Dahl Consulting representative.

Leave Entitlement and Eligibility

Employees who work in New Jersey, or who perform some work in New Jersey and have their work directed and controlled from New Jersey, may be eligible for leave under the NJFLA. To be eligible for leave, employees must have been employed by the Company for at least 12 months and have worked at least 1,000 base hours (including regular time, overtime, workers' compensation leave and military leave) during the 12-month period

immediately preceding the leave. The Company may deny leave for certain highly compensated employees.

Eligible employees are entitled to 12 weeks of unpaid leave in a 24-month period. A 24-month period is determined by a rolling 24-month period measured backward from the date an employee uses NJFLA leave. When two employees from the same family (e.g., spouses or siblings) request leave at the same time, the Company will allow each employee up to 12 weeks of unpaid leave, so long as the employee is otherwise eligible for leave.

Permissible Uses of NJFLA Leave

Eligible employees may take family leave to provide care for the following reasons:

- **Bonding Leave:** The birth of a child (including a child born pursuant to a valid written agreement between the employee and a gestational carrier), and to care for a newborn or a child newly placed with the employee for foster care or adoption;
- **Family Care Leave:** Serious health condition of a family member; or
- **Public Health Emergency Leave:** During a state of emergency declared by the Governor (or when indicated as necessary by the Commissioner of Health or other public health authority during an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease):
 - To provide in-home care or treatment of the employee's child because the child's school or place of care has been closed by order of a public official due to the epidemic or other public health emergency;
 - To care for a covered family member because a public health authority has issued a determination, including a mandatory quarantine order, requiring or imposing responsive or prophylactic measures as a result of illness caused by the communicable disease (or known or suspected exposure to the communicable disease) because the presence in the community of the covered family member in need of care by the employee would jeopardize the health of others; or
 - To care for a covered family member who, under the recommendation of a health care provider or public health authority, voluntarily self-quarantines as a result of suspected exposure to the communicable disease because the presence in the community of that family member would jeopardize the health of others.

For purposes of this policy, a "Parent" includes the employee's biological, adoptive, resource family parent, foster parent, stepparent, parent-in-law or legal guardian and includes individuals who become the parent of a child pursuant to a valid written agreement with a gestational carrier. A "child" includes, but is not limited to the employee's

biological, adopted, foster child, resource family child, stepchild or legal ward and includes a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier. A “serious health condition” means an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility or continuing medical treatment or continuing supervision by a health care provider. A “family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, partner in a civil union couple or any other individual related by blood or marriage to the employee or with whom the employee shows a close association that is the equivalent of a family relationship.

Leave for the birth of a child or for the placement of an adopted or foster child must begin within one year after the child’s birth or placement for adoption or foster care.

When a leave is covered by both the FMLA and the NJFLA, the leave will simultaneously count as part of the employee’s entitlement under both laws. However, a leave granted due to the employee’s own serious health condition under the FMLA is not covered by the NJFLA. As a result, a leave of 12 weeks to care for the employee’s own serious health condition under the FMLA may be followed by an additional 12-weeks of NJFLA leave for the purposes of Bonding Leave, Family Care Leave or Public Health Emergency Leave. This may result in a combined leave period under both laws of up to 24 weeks.

Requesting Leave

Employees must provide at least 30 days’ advance notice to their Dahl Consulting representative before beginning a single, continuous period of NJFLA leave for the purpose of Bonding Leave, unless emergent circumstances warrant shorter notice. Employees taking continuous leave for the purpose of Family Care Leave or Public Health Emergency Leave must provide notice of the leave in a reasonable and practicable manner. In emergency circumstances, employees must provide as much notice as possible. Notice must be in writing, except that employees may provide verbal notice in emergency situations when written notice is impracticable, as long as they subsequently provide written notice.

When taking leave for the purpose of Bonding Leave or Family Care Leave on an intermittent or reduced schedule basis, employees must provide the Company with at least 15 days’ notice prior to the first day of leave, unless not otherwise practicable. When taking leave for the purpose of Public Health Emergency Leave on an intermittent or reduced schedule basis, the employee must provide notice as soon as practicable. Employees must make a reasonable effort to schedule NJFLA leave in a manner that does not unduly disrupt Company operations.

Certification for Leave

A request for NJFLA leave for Bonding Leave or Family Care Leave must be supported by certification issued by a duly licensed or other acceptable health care provider. If a completed certification is not returned in a timely manner, the leave may be denied. If the

Company has reason to doubt the validity of the certification, we may require a second (and in some cases a third) medical opinion at the Company's expense.

A request for NJFLA Public Health Emergency Leave must be supported by the following:

- For leave taken to provide in-home care or treatment of a child due to the closure of the child's school or place of care, the date on which the closure of the school or place of care began and the reason for the closure;
- For leave taken for because a public health authority has issued a determination, including a mandatory quarantine order, requiring or imposing responsive or prophylactic measures as a result of illness caused by the communicable disease (or known or suspected exposure to the communicable disease) because the presence in the community of the covered family member in need of care by the employee would jeopardize the health of others, the date of issuance of the determination and the probable duration of the determination; and
- For leave taken to care for a covered family member who, under the recommendation of a health care provider or public health authority, voluntarily self-quarantines as a result of suspected exposure to the communicable disease because the presence in the community of that family member would jeopardize the health of others, the date of the recommendation, the probably duration of the condition and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

Intermittent or Reduced Schedule Leave

Employees can elect to take NJFLA leave on a reduced leave schedule basis. However, a reduced schedule or intermittent leave may not last longer than 12 months for any one period of leave.

Employees wanting to take leave intermittently or on a reduced schedule basis must make a reasonable effort to schedule leave so as not to unduly disrupt the Company's operations.

If possible, prior to the commencement of intermittent leave, an employee should provide a regular schedule of the day or days of the week on which intermittent leave will be taken.

Family Care Leave may be taken on a reduced schedule or an intermittent basis only when medically necessary.

The Company may require employees on reduced schedule or intermittent leave to temporarily transfer to an available alternative position for which the employee is qualified and that better accommodates a recurring period of leave than does the employee's regular position. The alternative position will have pay and benefits equivalent to the employee's regular position.

Upon returning from a reduced schedule or intermittent leave, the employee will be placed in the same or an equivalent job as the one they left when the leave began.

Compensation and Benefits During Leave

Leaves of absence under this policy are generally without pay. However, some employees may be eligible for temporary disability benefits or paid leave benefits and should consult the Company's temporary disability benefits and paid family leave insurance policies. In addition, employees who have accrued paid leave (e.g., sick, vacation or personal time) may use that time during their approved NJFLA leave. Use of paid time off will not serve to extend the length of any leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment and not taken leave.

Outside Employment

Employees may not take a new full-time position while on leave. Employees can take a new part-time job as long as it does not exceed half of the employee's regularly scheduled hours worked for the Company. Employees may also continue full-time or part-time employment they had prior to the leave.

Return From Leave

Employees generally will be restored to their original position or to a position with equivalent pay, benefits and other terms and conditions of employment. However, employees have no greater right to continued employment than if they had not taken the leave. Employees wishing to return to work prior to a leave's prearranged end date may do so if the early return would not cause the Company undue hardship.

Reinstatement may be denied if, during the leave, the employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave. Certain highly compensated employees (those earning pay in the top 5% or whose salary is one of the 7 highest, whichever is greater) may also be denied leave or reinstatement if necessary to prevent substantial and grievous economic injury to the Company's business. If an employee falls within this category, they will be advised by the Company of any decision to deny leave. This exception does not apply to employees seeking Public Health Emergency Leave.

Retaliation

The Company will not interfere, restrain or deny the exercise of any rights provided under this policy. If an employee believes that their NJFLA rights have been violated in any way, they should immediately report the matter to their Dahl Consulting representative.

New Jersey Paid Sick Leave

The Company provides eligible employees with paid sick leave pursuant to the New Jersey Earned Sick Leave Law (“ESLL”).

Eligibility

All employees working in New Jersey for the Company 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 ESLL, 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 benefit year. For purposes of this policy, the benefit year is beginning January 1, 2024 or the employees first day of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek. 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 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 40 hours of paid sick leave per benefit year.

Employees must use paid sick leave in 1-hour increments, to cover all or part of a workday.

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: diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury or other adverse health condition; or preventive medical care.
- A family member's: diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury or other adverse health condition; or preventive medical care.
- The employee or their family member is a victim of domestic or sexual violence (including stalking, sexual assault or any sexually violent offense) and needs to obtain:
 - Medical attention;
 - Services from a designated domestic violence agency or other victim services organization;
 - Psychological or other counseling;
 - Relocation; or
 - Legal services, including obtaining a restraining order or preparing for or participating in a civil or criminal legal proceeding related to the domestic or sexual violence.
- To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher or other professional staff member responsible for the child's education.
- To attend a meeting regarding a child's care in connection with the child's health or disability.
- The employee is unable to work because:
 - The employee's workplace or the employee's child's school or place of care is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 - The Governor has declared a state of emergency or a health care provider, the Commissioner of Health or another public health authority has issued a determination that the presence in the community of the employee or the employee's family member in need of care by the employee would jeopardize the health of others; or
 - During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and has a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others.

Family Member. For purposes of this policy, “family member” means the employee’s spouse (including a civil union partner or domestic partner), child, parent, sibling, grandparent, grandchild, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

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 at least seven (7) days’ advance notice to their Dahl Consulting representative of an absence from work. Employees must also make a reasonable effort to schedule their absences in a way that does not unduly disrupt the Company’s operations. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting, Inc. representative before they use paid sick leave, or otherwise as soon as practicable. Employees may provide notice to their Dahl Consulting representative by calling or sending an email/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 three (3) or more consecutive workdays, the Company may require a doctor’s note or other verification of the employee’s need for the absence. Depending on the circumstances, verification may include a doctor’s note (for the employee’s own or family member’s health condition); school closure order; police report, court document, or court order of protection (indicating domestic or sexual 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 ESLL. 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 six (6) 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 ESLL.

No Discrimination or Retaliation

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

Family Leave Insurance

Eligible employees may be eligible for up to 12 weeks of state-provided family leave insurance (FLI) benefits through the Division of Temporary Disability Insurance (the Division) when they take time off for one of the following purposes:

- To bond with a child during the first 12 months after a child's birth if the employee or employee's domestic partner or civil union partner is a biological parent of the child or the parent of the child pursuant to a valid gestational carrier agreement, or after the placement of the child for adoption or as a foster child with the employee;
- To care for a family member with a serious health condition;
- When the employee or employee's family member is a victim of an incident of domestic violence or a sexually violent offense, to engage in activities for which an employee can take unpaid leave under the New Jersey Security and Financial Empowerment Act (NJ SAFE Act), as described in the Company's Domestic or Sexual Violence Victim Leave policy; or

- During a state of emergency declared by the Governor (or when indicated as necessary by the Commissioner of Health or other public health authority during an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease) the employee is required to provide in-home care or treatment of the employee's covered family member because:
 - A healthcare provider or the commissioner or other public health authority has issued a determination that the family member's presence in the community may jeopardize the health of others; and
 - The provider or authority recommends, directs or orders that the employee's family member be isolated or quarantined as a result of suspected exposure to a communicable disease.

If an employee receives benefits for a disability caused by domestic violence or a sexually violent offense, that time off will be considered a period of disability for the employee and not a period of family leave.

For purposes of FLI, a "family member" is defined to include an employee's child, spouse, domestic partner, civil union partner, sibling, grandparent, grandchild, parent, parent-in-law or any other individual related to the employee by blood or who has a close association with the employee that is the equivalent of a family relationship. A "child" includes a biological, adopted, foster or stepchild; legal ward; or a child of an employee's domestic partner or civil union partner or a child who becomes the employee's child pursuant to a valid written agreement with a gestational carrier. A "parent" includes a biological parent, foster parent, adoptive parent or stepparent of the employee or a person who was a legal guardian of the employee when the employee was a child or who became the parent of the child pursuant to a valid written agreement with a gestational carrier.

Eligibility

Employees who have worked at least 20 base weeks in the year preceding the leave or earned in total at least 1,000 times the applicable minimum wage during the prior year are eligible to apply for and receive FLI benefits. The Division determines whether an employee is eligible for benefits.

Amount and Duration of Benefits

The weekly FLI benefit is generally 85% of the employee's average weekly wage and is subject to a state-imposed cap. The maximum benefit is generally 12 weeks (or 56 intermittent days) during the 12-month period or one-third of the employee's base year earnings, whichever is less.

When applicable and allowed under applicable law, FLI benefits will run concurrently with leave time available under the New Jersey Family Leave Act or federal Family and Medical Leave Act. Employees are permitted to use any accrued but unused paid time, including paid sick and safe leave, during a period of family temporary disability leave.

FLI benefits will not be paid for any period during which the employee receives paid sick leave, vacation time or other leave from the Company at full pay.

Benefits on an Intermittent Basis

Employees may file claims for intermittent periods of time when medically necessary to care for a seriously ill family member or when taking time off to bond with a newborn or newly adopted child, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier or the placement of a foster care child with the employee. Benefits can be taken on an intermittent basis in no less than one-day increments for either of these purposes, if:

- The total leave time the employee takes does not go over 12 months;
- The employee provides at least 15 days' notice, unless an emergency or unplanned event prevents the employee from doing so; and
- The employee makes a reasonable effort to schedule leave in a manner that does not unduly burden the Company and, if possible, provides a regular schedule of the days or days of the week on which the intermittent leave will be taken.

Employees may also file claims for intermittent one-day periods of time when the employee or employee's family member is a victim of an incident of domestic violence or a sexually violent offense, to engage in activities for which an employee can take unpaid leave under the NJ Safe Act, as described in the Company's Domestic or Sexual Violence Victim Leave policy.

Notice and Certification

Employees intending to take a single, continuous leave to bond with a newborn or newly adopted child or a child newly placed with the employee for foster care must provide the Company with a minimum of 30 days' notice prior to beginning the family leave.

Unless an emergency or other unforeseen circumstance prevents prior notice, employees intending to take continuous leave to care for a family member must provide their Dahl Consulting representative with advance notice in a reasonable and practicable manner. Employees intending to take leave for reasons related to the employee or employee's family member being a victim of an incident of domestic violence or a sexually violent offense or for the reasons set forth above that are the result of a state of emergency, must provide written notice as far in advance as is reasonable and practical under the circumstances, unless an emergency or other unforeseen circumstance precludes prior notice.

Employees intending to take intermittent leave to care for a family member or for the birth, adoption or placement of a child in foster care must provide their Dahl Consulting representative with a minimum of 15 days' notice prior to the first day on which benefits will be paid for intermittent leave, absent emergency or unforeseen circumstances. Before intermittent leave related to the birth, adoption or placement of a child for foster care

begins, the employee must, if possible, provide their Dahl Consulting representative with a regular schedule of the days or days of the week on which intermittent leave will be taken.

Unless the leave is unforeseeable, employees who fail to provide this notice may have the amount of benefits they receive reduced. For continuous leave taken for the birth, adoption or placement of a child for foster care, failure to provide advance notice will result in the reduction of benefits by two weeks' worth of benefits unless the time for leave is unforeseeable or changes for unforeseeable reasons.

Employees requesting FLI benefits for leave to care for a family member will be required to provide certification from a health care provider to the Division. Employees requesting FLI benefits for leave related to the employee or employee's family member being a victim of an incident of domestic violence or a sexually violent offense or for leave resulting from a state of emergency, as listed above, must, if requested by the Division, provide certification in support of their claim.

The Company will not discharge, threaten or otherwise discriminate or retaliate against an employee or refuse to restore the employee following a period of leave because the employee requested or took FLI benefits. However, nothing in this policy affords employees any greater right to reinstatement than is available under the New Jersey Family Leave Act, as described in the Company's New Jersey Family Leave policy.

Temporary Disability Benefits

New Jersey employees who are temporarily disabled by a non-work-related injury or illness may receive benefits through the New Jersey Temporary Disability Benefits Plan (State Plan). Employees are eligible for temporary disability (TD) benefits only when they suffer an accident or illness that is not covered by New Jersey's workers' compensation law, including a disability that is the result of organ or bone marrow donation by a covered employee

During a state of emergency declared by the Governor or when indicated to be needed by the Commissioner of Health or other public health authority, TD benefits are also available for an illness caused by an epidemic of a communicable disease, a known or suspected exposure to a communicable disease or efforts to prevent the spread of a communicable disease, which requires in-home care or treatment of an employee due to:

- The determination by a health care provider, the commissioner or other public health authority that the employee's presence in the community may jeopardize the health of others; and
- The recommendation, direction or order of the provider or authority that the employee be isolated or quarantined because of suspected exposure to a communicable disease.

To be eligible for TD benefits, employees must: (1) have worked at least 20 “base weeks” in covered New Jersey employment within the base year preceding the week in which the disability began or the week in which the employee submits a claim for benefits; or (2) earned at least 1,000 times the minimum wage in effect on October 1 of the calendar year preceding the calendar year in which the disability began. A “base week” is any calendar week in which the employee earned at least 20 times the state minimum wage. To qualify for TD benefits, the employee’s illness or injury must have started while the employee was eligible for benefits.

Benefits begin on the eighth consecutive day of a disability and may continue up to a maximum of 26 weeks or one-third of an employee’s total wages in a year. Eligible employees will receive an amount equal to 85% of their weekly wage, up to a maximum of 70 percent of the statewide average weekly wage. No benefits are paid for the first week of disability, unless the disability: is related to an illness caused by an epidemic of a communicable disease, a known or suspected exposure to a communicable disease or efforts to prevent the spread of a communicable disease, as described above; is the result of a covered employee donating an organ or bone marrow; or continues for a period lasting longer than three weeks.

Employees who collect TD benefits from the state may be ineligible to simultaneously receive benefits under other state or federal unemployment, disability or workers’ compensation laws.

When filing a claim for TD benefits under the State Plan, employees will be required to provide written notice to the New Jersey Department of Labor and Workforce Development’s Temporary Disability Insurance Division within 30 days after the beginning of a period of disability. Employees will also be required to provide certification of the disability from a health care provider.

Reinstatement Following Bone Marrow and Organ Donation

Employees who experience a period of disability that is the result of donating any organ or bone marrow, and that is a compensable disability under New Jersey’s Temporary Disability Benefits Law, will be restored at the end of the period of disability to their original job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. However, an employee has no greater right to reinstatement than if they had not been absent for the purpose of organ or bone marrow donation.

For example, if an employee who was absent from work for a disability resulting from organ or bone marrow donation would have been laid off had they not been absent, or if the employee’s job is eliminated during the period of disability and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service or

serve as a juror. Under no circumstances will employees be terminated, threatened, penalized or coerced because they request or take leave in accordance with this policy.

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 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.

Domestic or Sexual Violence Victim Leave

Eligible employees who are victims of domestic violence or a sexually violent offense or who have a qualifying family member who is a victim of domestic or sexual violence may take up to 20 days of unpaid leave in the 12-month period following an incident of domestic or sexual violence to:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family member;
- Obtain services from a victim services organization for the employee or the employee's family member;
- Obtain psychological or other counseling for the employee or the employee's family member;
- Participate in safety planning, temporarily or permanently relocate or take other actions to increase the safety of the employee or the employee's family member from future domestic or sexual violence or to ensure economic security;
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
- Attend, participate in or prepare for a criminal or civil court proceeding relating to domestic or sexual violence.

For purposes of this policy, a "family member" is an employee's child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner or civil union partner, any other individual related by blood to the employee or any other individual who has a close association with the employee that is the equivalent of a family relationship.

Employees are eligible for leave under this policy if they have been employed with the Company for at least 12 months and for at least 1,000 base hours during the 12-months immediately preceding the leave.

When the need for leave is foreseeable, employees must provide written notice of the need as far in advance as is reasonable and practical under the circumstances, unless an emergency or other unforeseen circumstance precludes prior notice. Advance notice is not required for emergency situations.

Leave may be taken intermittently in intervals of no less than one day.

Employees may be required to submit documentation verifying the need for leave, such as:

- A domestic violence restraining order or other documentation of equitable relief issued by a court;
- A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- Medical documentation of the domestic violence or sexually violent offense;
- Certification from a certified domestic violence specialist or the director of a designated domestic violence agency or rape crisis center confirming that the employee or employee's family member is a victim of domestic violence or a sexually violent offense; or
- Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, clergy member, shelter worker or other professional who has assisted the employee or employee's family member in dealing with the domestic violence or sexually violent offense.

All information provided to the Company concerning a domestic violence or sexually violent incident and leave under this policy will be kept confidential, unless disclosure of this information is authorized in writing by the employee or is required by law.

Employees can choose to use any accrued paid time off, such as paid sick and safe leave or any available family temporary disability leave benefits during their leave. Any paid time off or family temporary disability leave benefits will run concurrently with the unpaid leave. When applicable, time off under this policy will run concurrently with a leave of absence covered by the federal Family and Medical Leave Act or New Jersey Family Leave Act.

The Company prohibits harassment, discrimination or retaliation against employees because they take or request leave in accordance with this policy or refuse to authorize the release of confidential information.

Military Leave

In addition to the military leave rights set forth in the Employee Handbook, New Jersey employees who leave full- or part-time employment to perform military service will be reinstated to their previous position, or one of like seniority status and pay, upon return. For purposes of this policy, "military service" means duty by any person in the active military service of the United States or National Guard active duty ordered by a Governor of a state. Employees (other than temporary employees) who leave their job to perform military service generally are eligible for reinstatement if they:

- Receive a duly executed certificate of completion of military service;
- Are still qualified to perform the duties of the position; and
- Apply for reemployment within 90 days after being relieved from service.

If the Company's circumstances have changed and make it impossible or unreasonable to reinstate an employee who left to enter active military service in the Armed Forces of the United States or the Army or Air National Guard of New Jersey or any other state in time of war or emergency, the employee may request to be restored to another available position for which the employee is able or qualified to perform the duties.

Qualified employees (not in a temporary position) who take a temporary leave of up to three months to participate in assemblies or annual training or to attend any service schooling conducted by the Armed Forces of the United States are eligible for reemployment if they apply for employment within 10 days after completing service. The leave may not exceed three months in any four-year period.

Time off under this policy is without pay. Employees will be considered as having been on furlough or a leave of absence during the leave and will be entitled to participate in insurance or other benefits offered by the Company in accordance with the established rules and practices regarding leaves of absence in effect at the time the employee is ordered to military service or training.

Employees returning from leave under this policy will not be terminated without cause within one year following the date of reemployment.

The Company will not discriminate or retaliate against an employee because the employee takes a leave of absence in accordance with this policy.

Emergency Responder Leave

Employees who serve as volunteer emergency responders will be permitted to take time off from work in order to respond to a fire or emergency call or to serve as a volunteer

emergency responder during a declared state of emergency, provided they have complied with the Company's notice requirements set forth below.

For purposes of this policy, "volunteer emergency responder" means an active member in good standing of a volunteer fire company; a volunteer member of a first aid, rescue or ambulance squad; or a member of a county or municipal volunteer Office of Emergency Management (as long as the member's official duties include responding to a fire or emergency call).

Employees are required to provide notice at least one hour before they are scheduled to report to work, and upon returning to work must provide a copy of the incident report and a certification by the incident commander or other official or officer in charge.

Time off under this policy will be without pay, except that exempt employees will receive pay when required by applicable law. Additionally, employees will be allowed to use any accrued available paid time off, including sick time.

The Company may deny requests for leave under this policy for certain employees that are essential to Company operations.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking, including the use of electronic smoking devices, in the workplace and within a reasonable distance from outside entrances where smoke could enter the building. Employees wishing to smoke must do so outside company facilities, away from entrances, during scheduled work breaks.

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

Employees who 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, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that talking, text messaging or sending an electronic message on a wireless telephone or electronic communication device without a hands-free function while driving is a violation of New Jersey law, in addition to being a violation of Company policy.