



Handbook Addendum for

OREGON

2024

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GENERAL INFORMATION

About This Oregon Addendum

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

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

The Oregon 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 Oregon law which prohibits discrimination and harassment against any employees, applicants for employment or interns based on race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniform servicemember status, unemployment status, sexual orientation, gender identity, marital status family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Sexual and Other Prohibited Harassment

Dahl Consulting committed to providing a work environment free of harassment. The Company complies with Oregon law and maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment or interns

based on employees, applicants for employment or interns based on race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniform servicemember status, unemployment status, sexual orientation, gender identity, marital status family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. Sexual harassment prohibited under this policy includes sexual assault, which is unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

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

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report to their Dahl Consulting representative as soon as possible. All employees are encouraged to document any incidents involving discrimination, harassment or sexual assault as soon as possible.

Dahl Consulting will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with the Oregon Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Nondisclosure and Nondisparagement Agreements

The Company will not require or coerce a current, former, or prospective employee to enter into any agreement as a condition of employment, continued employment, promotion, compensation or the receipt of benefits, that contains a nondisclosure

provision, nondisparagement provision or any other provision that has the purpose or effect of preventing the individual from disclosing or discussing unlawful employment discrimination or harassment (including sexual assault). An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, nondisparagement, or no-rehire provision (as defined below) and/or prevents the disclosure of the amount of or any fact of any settlement and will have at least seven days to revoke any such agreement.

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault. A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows the Company to not rehire that individual in the future.

Pregnancy Accommodation

The Company will provide employees and applicants with a reasonable accommodation for limitations related to pregnancy, childbirth or a related medical condition, including lactation, unless doing so would impose an undue hardship on the Company's business. Reasonable accommodations may include but are not limited to: acquisition or modification of equipment or devices; more frequent or longer break periods or periodic rest; assistance with manual labor; or modification of work schedules or job assignments.

The Company will not require a pregnant employee or applicant to accept a reasonable accommodation if the employee does not have a known pregnancy-related limitation or require reasonable accommodation to perform essential job duties, nor will the Company require a pregnant employee to take a leave of absence instead of providing a reasonable accommodation.

The Company prohibits discrimination against employees and applicants on the basis of pregnancy, childbirth or related condition. The Company will not take an adverse employment action or in any manner discriminate or retaliate against an applicant or employee because they request, inquire about or use reasonable accommodations in accordance with this policy. Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their Dahl Consulting representative.

GENERAL EMPLOYMENT PRACTICES

Personal and Family Relationships

Employee's relatives and friends may be eligible for employment and, if employed, may be eligible for transfers, promotions, etc., to positions for which they are qualified.

However, relatives are not entitled to preferential consideration and will not be hired or promoted into a position that creates a conflict of interest.

The term “relatives,” includes but is not limited to, the following relationships: spouse, domestic partner, child, parent, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.

Access to Personnel Files and Time and Pay Records

Employees may inspect their personnel file (except any records and other material exempt from disclosure under state law) and/or their time and pay records by contacting their Dahl Consulting representative to arrange a mutually-convenient time. A Dahl Consulting representative or a Human Resources representative may be present while employees review their file.

Upon written request, a certified copy of an employee’s personnel records and/or time and pay records will be provided to the employee within 45 days. In situations in which the records are not readily available, the Company may ask an employee to agree to extend this time. Employees may be asked to reimburse the company an amount reasonably calculated to recover the actual cost of providing the certified copy.

PAY PRACTICES

Meal and Rest Breaks

Employees working at least six-hours will receive an unpaid meal break of 30 minutes approximately midway through the day. If the work period is at least six but less than seven hours, the meal period must be taken between the second and fifth hours worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hours worked.

An uninterrupted meal break lasting 30 minutes or more will be unpaid for nonexempt employees.

Employees may not take a shorter meal break or skip a meal break to leave early.

Employees who work at least two hours and one minute will also receive a paid 10-minute rest break and an additional rest break for every four hours worked thereafter. For minor employees (those under the age of 18), paid rest breaks will be 15 minutes rather than 10 minutes.]

Rest breaks will be in addition to any meal breaks and cannot be taken at the beginning or end of a shift or combined with a meal break.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child who is 18 months of age or younger. The Company will provide a reasonable rest period to express milk each time the employee has a need to do so.

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 for nonexempt employees. Where these additional unpaid breaks are required, employees should work with their Dahl Consulting representative regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, for the employee to express milk. Employees should discuss with their Dahl Consulting representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

When possible, employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their own wages or those of another employee. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such a disclosure or because the employee files a complaint or charge or otherwise institutes an investigation, proceeding or hearing based on the disclosure of wage information.

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

TIME OFF AND LEAVES OF ABSENCE

Oregon Paid Family and Medical Leave

In accordance with Oregon's Paid Family and Medical Leave Insurance Program, eligible employees may be entitled to a leave of absence with partial wage replacement benefits ("PFML") from the State of Oregon Employment Department ("OED") for absences due

to their own serious health condition, or to care for a family member with a serious health condition, bond with a new child, or address domestic violence, harassment, sexual assault, bias crimes, or stalking.

Employee Eligibility

Employees are eligible for PFML if during the base year or alternate base year they meet financial eligibility requirements, as determined by the OED, not the Company.

Definitions

- **“Benefit year”** means the period of 52 consecutive weeks beginning on the Sunday immediately preceding the day that PFML commences for the employee claiming benefits (“claimant”), except that the benefit year is 53 weeks if a 52-week benefit year would result in an overlap of any quarter of the base year of a previously filed valid claim. A claimant may only have one valid benefit year at a time.
- **“Child”** means a biological child, adopted child, stepchild or foster child of an employee or of the employee’s spouse or domestic partner; a person who is or was a legal ward of the employee or of the employee’s spouse or domestic partner; or a person who is or was in a relationship of in loco parentis with the employee or with the employee’s spouse or domestic partner.
- **“Family member”** means the spouse or domestic partner of an employee; a child of the employee or the child’s spouse or domestic partner; a parent of the employee or the parent’s spouse or domestic partner; a sibling or stepsibling of the employee or the sibling’s or stepsibling’s spouse or domestic partner; a grandparent of the employee or the grandparent’s spouse or domestic partner; a grandchild of the employee or the grandchild’s spouse or domestic partner; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- **“Parent”** means a biological parent, adoptive parent, stepparent, or foster parent of the employee; a person who was a foster parent of the employee when the employee was a minor; a person designated as the legal guardian of the employee at the time the employee was a minor or required a legal guardian; a person with whom the employee was or is in a relationship of in loco parentis; or parent of the employee’s spouse or domestic partner who meets any of the “parental” descriptions.

Reasons for and Length of Leave

Eligible employees may be entitled to up to 12 weeks of PFML per benefit year for any of the following purposes, in any combination:

- Family leave

- To care for or bond with a new child during the first year after the child's birth or placement through foster care or adoption; or
- To care for a family member with a serious health condition;
- Medical leave for the employee's own serious health condition; and
- Safe leave to address domestic violence, harassment, sexual assault, bias crimes, or stalking.

An eligible employee may qualify for up to two additional weeks of PFML for limitations related to pregnancy, childbirth, or a related medical condition (including lactation). Beginning on January 1, 2025, bonding leave will include up to two (2) weeks of leave to attend to preplacement activities for adoption or foster care. This two-week entitlement is part of the overall 12-week entitlement and is not a separate entitlement.

Effect on Other Rights and Paid/Unpaid Leave Programs

PFML must be taken concurrently with any leave taken by an eligible employee under the Federal Medical Leave Act for the same purpose.

PFML is in addition to any paid sick time under the Oregon Sick Time Leave Act, any vacation leave, or any other paid leave earned by an employee. PFML does not run concurrently with any leave taken under the Oregon Family Leave Act.

An eligible employee may use available vacation, paid sick time and other available paid time off in order to supplement their PFML benefit to receive full salary or wages during some or all of the PFML. An eligible employee may also use available vacation, paid sick time and other available paid time off during some or all of the PFML to receive more than full salary or wages.

An employee may not receive PFML in any week in which the employee is eligible to receive workers' compensation or unemployment benefits.

Increments of Leave

PFML may be taken all at once (consecutive) or in separate blocks of time (non-consecutive). If taken non-consecutively, PFML may be taken in increments that are the equivalent to one workday or one workweek.

Wage Replacement Benefits

The determination of PFML eligibility and the amount of weekly wage replacement benefits is determined by OED, and not the Company. PFML benefits are calculated by OED based on an employee's average weekly wage as compared to the state average weekly wage and are capped at a maximum weekly benefit amount of 120% of the state average weekly wage.

Payroll Deductions

PFML benefits are funded by employee contributions, which are deducted from employee paychecks.

Requesting Leave

Employees must provide advance notice to the Company as follows:

- When the need for PFML is foreseeable based on circumstances such as an expected birth, placement of a child, or planned medical treatment for a serious health condition, the employee must provide written notice to the Company at least 30 days in advance.
- An eligible employee who takes PFML for safe leave must give the Company reasonable advance notice of the employee's intention to take safe leave, unless giving advance notice is not feasible.
- An employee may commence PFML without 30 days' advance notice when the need for PFML leave is unforeseeable based on circumstances such as a premature birth, unexpected adoption or unexpected foster placement, or safe leave.
 - When PFML is unforeseeable, the employee must give oral notice within 24 hours of commencement of the leave and must provide written notice to the Company within three days after commencement of leave.
 - The required oral notice may be given by any other person on behalf of the eligible employee taking unforeseeable leave.
 - The required written notice may be given by the person named as an individual's emergency contact, or any other person otherwise designated by the eligible employee taking unforeseeable leave.

Written notice should be provided to their Dahl Consulting representative and specify the type of leave, an explanation of the need for leave, and the anticipated timing and duration of the leave. Written notice includes, but is not limited to, handwritten or typed notices, and electronic communication such as text messages and email. Whether PFML is to be continuous or taken intermittently, notice need only be given one time, but the employee must advise the Company as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown.

"As soon as is practicable" means as soon as it is both possible and practical to provide notice, taking into account all facts and circumstances in the individual situation.

PFML is determined, administered, and paid by the OED, not the Company. Employees must file a claim for PFML benefits through the OED using the OED's forms, including an application for benefits and any required verification for the need for leave. The OED may

reduce the first weekly benefit amount payable to an employee by up to 25% if an employee fails to give the Company notice as required.

Return From Leave

Employees who have been employed with the Company for at least 90 consecutive days prior to taking PFML and who return to work as scheduled at the end of their PFML will be reinstated to the same position they held at the time the leave commenced, if that position still exists.

For Employers with 25 or more employees: If that position no longer exists, the returning employee will be restored to any available equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An available position is a position that is vacant and not permanently filled.

For Employers with less than 25 employees: If that position no longer exists, at the Company's discretion based on business necessity, the Company may restore the eligible employee to a different position with similar job duties and with the same employment benefits and pay.

An employee is not entitled to return to the former position if the employee would have been terminated or reassigned from their current position to another position had they not taken PFML, and an employee is subject to layoff on the same terms or under the same conditions as similarly situated employees who have not taken PFML.

Health Benefits

The Company will maintain any health care benefits the employee had prior to taking PFML for the duration of the leave, as if the employee had continued in employment continuously during the period of leave. The employee must continue to make any regular contributions to the cost of the health insurance premiums. If an employee fails to return to work following PFML for reasons other than a serious health condition or safe leave for which the employee would be entitled to PFML or another circumstance beyond the employee's control, the Company may use any lawful means (including deducting up to 10% of the amount owed from a final paycheck) to recover the employee's share of the health insurance premiums paid by the Company.

Protected Rights

The Company takes its PFML obligations and employees' PFML rights very seriously and will not deny PFML to an eligible employee, interfere with any right protected by Oregon's Paid Family and Medical Leave Insurance Program, or in any way discriminate against an employee because the employee has inquired about PFML rights or responsibilities. It is a violation of Oregon law and Company policy to retaliate against an employee because they request, apply for, or use PFML for which they are eligible. Employees who believe that their PFML rights have been violated in any way should immediately report the matter to their Dahl Consulting representative.

Family and Medical Leave of Absence

We recognize that employees may need to be absent from work for an extended period of time for family, pregnancy-related medical or bereavement-related reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the Oregon Family Leave Act (OFLA). The OFLA applies to employees who work in Oregon. Where both the Fed-FMLA and the OFLA 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 family and medical leave rights under the OFLA. Employees should refer to the Employee Handbook for additional details regarding the Fed-FMLA. Questions concerning this policy should be directed to their Dahl Consulting representative.

OFLA Eligibility

To be eligible for family leave under the OFLA, employees generally must:

- Have worked for the Company for at least 180 days immediately before the date the leave begins; and
- Have averaged at least 25 hours per week during the 180 days immediately before the date on which OFLA leave begins. The requirement of 25 hours or more per week does not apply to OFLA leave for parental leave purposes. For parental leave, eligible employees are those who have worked for the company for at least 180 days. Note that parental leave will not be available under OFLA as of July 1, 2024.

During a period of time covered by a public health emergency, an employee must have worked for the Company for at least 30 days immediately before the date leave begins and have averaged at least 25 hours of work per week in the 30 days immediately before the date on which OFLA leave begins.

Reasons for OFLA Leave

Prior to July 1, 2024, OFLA leave may be granted for these reasons or purposes:

- To care for a family member with a serious health condition;
- For an employee's own serious health condition;
- To care for a sick child of the employee or of a spouse or domestic partner who does not have a serious health condition but requires home care, if no other family member is available to care for the child;

- To be with or care for a child of the employee or of a spouse or domestic partner after birth, placement for adoption or foster care (or certain comparable situations). This parental leave may include any time necessary for the legal process required for adoption or foster care if the child is under age 18 (or is incapable of self-care because of a physical or mental disability. (This type of leave must be completed within one year of the birth or placement for adoption);
- To care for a child of the employee or of a spouse or domestic partner whose school or childcare provider has been closed in conjunction with a declared public health emergency or declared state of emergency that is related to a public health emergency;
- For an employee's disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Company is able to offer, except that leave for prenatal care is covered without regard to disability;
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member (Bereavement Leave).

Starting on July 1, 2024, OFLA leave may be granted for these reasons or purposes:

- Home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies (Sick Child Leave);
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member (Bereavement Leave);
- For an employee's disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Company is able to offer, except that leave for prenatal care is covered without regard to disability (Pregnancy Disability Leave);
- From July 1, 2024 through December 31, 2024, OFLA will also provide up to two additional weeks of leave to facilitate the legal processes required for placement of a foster child or adoption (Child Placement Leave). (Paid Leave will incorporate this leave beginning 2025).

For purposes of this policy, a covered "family member" means the employee's:

- Spouse or domestic partner;

- Child or the spouse or domestic partner of a child;
- Parent or parent’s spouse or domestic partner;
- Sibling, stepsibling or a sibling or stepsibling’s spouse or domestic partner;
- Grandparent or the grandparent’s spouse or domestic partner;
- Grandchild or the grandchild’s spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

A “serious health condition” means:

- An illness, injury, impairment or physical or mental condition that involves an overnight stay in a hospital or similar facility;
- An illness, disease or condition that the treating health care provider believes poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or is a mental or physical condition requiring constant care;
- Any period of absence due to pregnancy-related disability or for prenatal care; or
- Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Length of Leave Prior to July 1, 2024

Eligible employees are entitled to up to 12 workweeks (and up to an *additional* 12 weeks for any pregnancy-related disability) in any leave year. Absences due to a compensable, disabling on-the-job injury do not count against the 12 workweeks under OFLA except when the employee refuses a suitable offer of light-duty or modified work. Where applicable, OFLA leave will run concurrently with leave provided under the Oregon Military Family Leave Act, the federal Family and Medical Leave Act and Oregon’s Paid Family and Medical Leave Insurance law.

Parents who use all 12 of their workweeks for parental leave to care for a newborn, newly adopted or newly placed foster child are also entitled to take up to 12 workweeks to care for a child with an illness or an injury that is not a serious health condition if no other family member is available to care for the child — that is, to take sick-child leave. A female employee may take up to 12 weeks of OFLA pregnancy disability leave, up to 12 weeks of parental leave, *and* up to another 12 weeks of OFLA sick child leave, for a total of up to 36 weeks of OFLA leave. Additional OFLA leave is not available in the case of birth, adoption or foster care placement of more than one child at the same time.

The applicable leave year utilized by the Company is a 12-month period measured forward from the start date of the employee's first OFLA leave. Under this method the leave year is measured from the date the employee first uses any OFLA leave.

If more than one qualifying family member works for the Company, two family members can only take leave at the same time if one needs to care for the other with a serious health condition, needs to care for a child with a serious health condition while another also has such a condition, both family members have a serious health condition at the same time or both family members are taking bereavement leave at the same time.

Employees will be allowed up to two weeks of unpaid bereavement leave per death of a covered family member, not to exceed 12 weeks total per year. Bereavement leave must be completed within 60 days of the date the eligible employee receives notice of the family member's death.

An employee will be allowed to take parental leave in two or more nonconsecutive periods only with Company approval, except in the case of parental leave to effectuate adoption or foster placement of a child or to attend the birth of or give birth to the employee's child. Such leave need not be taken in one uninterrupted period. If an employee is on leave due to their own disability, they may be required to provide a return-to-work release.

Length of Leave Starting on July 1, 2024

Eligible employees are entitled to up to 12 workweeks for home care of the employee's child and bereavement in any leave year. Bereavement leave is further limited to two weeks per family member, with a maximum of four weeks in a given leave year. Eligible employees are entitled to up to 12 additional weeks for pregnancy disability in any leave year. From July 1, 2024, through December 31, 2024, OFLA will also provide up to two additional weeks of leave to facilitate the legal processes required for placement of a foster child or adoption. Leave taken under the OFLA may not run concurrently with leave taken under the OR-PFML (Paid Leave Oregon).

The applicable leave year will be measured as a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave begins.

If more than one qualifying family member works for the Company, two family members can only take leave at the same time if one needs to care for a child while the other family member is taking pregnancy disability leave or both family members are taking bereavement leave at the same time.

Pay

OFLA leave is unpaid, and employees may use all accrued vacation and sick pay (if eligible to use it) before going on unpaid status.

Requesting OFLA Leave

Except in very unusual or emergency situations, employees *must* request leave as soon as is practicable after learning of the need for time away from work.

If employees do not give timely notice, the Company may deny or delay the start of an employee's leave and/or an employee may be subject to disciplinary action.

With the exception of pregnancy disability leave taken on or after July 1, 2024, if an employee knows of the need for the leave 30 or more days in advance, the employee must complete the leave of absence forms at least 30 days before leave is to begin.

In unusual or emergency situations (for example, if an employee gives premature birth, experiences a death in their family, child gets suddenly ill, etc.), the employee must make an oral request to their manager for leave within 24 hours (or as soon thereafter as is practicable). All oral requests for leave must then be confirmed in writing as soon as is practicable and in no event later than three calendar days after returning to work.

In the case of Bereavement Leave, prior notice is not required, but oral notice must be provided by the employee or someone on the employee's behalf to the Company within 24 hours of beginning leave. Written confirmation of such notice must then be provided to their Dahl Consulting representative within three days of returning to work.

In the case of leave to care for a child whose school or child care provider has been closed in conjunction with a public health emergency, the Company may require verification of the need for leave.

As long as employees are using some form of paid leave (for example, earned vacation or sick leave) to cover missed time, employees need only comply with the notice provisions of those policies.

If an employee is seeking to use paid (for example, earned vacation) or unpaid leave for a purpose that may qualify for FMLA and/or OFLA leave, they must notify the Company so that the employee will receive all of the benefits to which they are entitled. Failure to provide notification of reasons for any absence, whether a partial or full day, which might qualify, could result in the absence being counted against the employee for attendance and other purposes (*e.g.*, pay increases, promotional opportunities, etc.).

Medical Certification

For leaves due to pregnancy disability, the employee's health care provider must review the employee's essential job functions and certify that the employee's condition prevents the employee from performing at least one of them.

If an employee's insurance or other benefit plan does not cover the cost, the Company will pay for the medical certification.

In the case of sick child leave, the Company will only require medical verification after an employee has taken more than three days of leave for this purpose in a one-year period. The Company will pay for the cost of the certification to the extent it is not covered by the employee's insurance or benefit plan. In appropriate situations, the Company may also require documentation of the individual's relationship to the employee.

Medical certification forms are available from Dahl Consulting Human Resource Department and must be *fully* completed and returned within 15 calendar days of the date an employee's absence began or within 15 calendar days of our request for certification. If an employee fails to provide a timely, fully completed certification, they may be denied continuation of the leave until complete and sufficient medical verification is received.

While on medical leave, employees must periodically report their status to their supervisor, including the date they intend to return to work. Periodically means at least weekly, unless the employee is informed otherwise or is physically unable to do so, in which case, the employee should ask a family member or friend to update the Company periodically. Violations will be treated the same as any other call-in violation.

Intermittent/Reduced Schedule Leave

The Company may transfer an employee who takes OFLA leave on an intermittent or reduced work schedule basis or who is taking pregnancy disability leave to an alternative position to accommodate the leave but will do so only if the employee agrees to the transfer voluntarily, the transfer is temporary and the alternative job has equivalent pay and benefits.

Reinstatement

Employees returning from OFLA leave will be reinstated to their former job if it exists. If the former job does not exist, reinstatement will be to a job with equivalent status, pay, benefits and other employment terms. For OFLA leave, if an equivalent position is not available at the job site or the employee's former position, the Company will offer an equivalent position located within 50 miles of the employee's former position, if such a position is available. If equivalent positions are available at multiple job sites, the Company will first offer the employee the position at the job site that is nearest to the job site of the employee's former position.

Benefit Coverage

The Company will continue paying its share of the cost of an employee's health coverage while the employee is on FMLA/OFLA leave on the same terms as if the employee were working, but the employee will be responsible for continuing to make any payments normally required of them. If the employee does not pay the cost of coverage during the leave, the Company may seek to recover the employee's share of the cost of benefit coverage, in accordance with applicable law.

While an employee is on paid leave (*i.e.*, using sick leave or vacation time), any required employee payments will continue to be deducted from their check as usual to the extent that the employee's pay is sufficient to cover the deduction.

If an employee does not return to work at the end of leave, the employee may have rights under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue health coverage by paying the full premium (plus a small administrative fee) and may also be able to obtain portability coverage under some state laws.

Reemployment and Temporary Cessation of Scheduled Hours

If an employee who separates from employment is eligible for OFLA leave at the time of separation and is subsequently reemployed by the Company within 180 days of separation, the employee will be eligible upon rehire to use OFLA leave in accordance with this policy.

If an employee is eligible for OFLA leave at the beginning of a temporary cessation of scheduled hours lasting 180 days or less and returns to work at the end of that temporary cessation of scheduled hours, the employee will be eligible upon return to use OFLA leave in accordance with this policy.

Any OFLA leave taken during a leave year continues to count against the length of leave to which the employee is entitled.

Fraudulent Use of OFLA Prohibited

Employees who fraudulently obtain leave under this policy may be subject to disciplinary action, up to and including termination.

Retaliation

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

Oregon Sick Leave

The Company provides eligible employees with unpaid sick leave pursuant to the Oregon Sick Time Law ("OSTL").

Eligibility

All employees working in Oregon for the Company are eligible to receive sick leave under this policy.

Accrual and Carryover of Sick Leave

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

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 40 hours in a year. For purposes of this policy, the year is January 1, 2024 or the employees first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue sick leave based on all hours worked, including overtime.

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

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

Using Sick Leave

Thereafter, employees may use sick leave as it is accrued.

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

Employees must use sick leave in one (1) hour increments, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

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

- The employee's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.

- A family member's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.
- Absences due to domestic violence, harassment, sexual assault, or stalking of an employee or the employee's minor child or dependent in order to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings;
 - Seek medical treatment for or to recover from injuries;
 - Obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional;
 - Obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
 - Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.
- Closure of an employee's place of business by order of a public official due to a public health emergency or if the employee is excluded from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons.
- Closure of the school or place of care of the employee's child by order of a public official due to a public health emergency.
- A determination by a lawful public health authority or by a health care provider that the presence of the employee or the employee's family member in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member.
- If the employee is not employed as a first responder and an authorized public official issues an emergency evacuation order of level 2 (SET) or level 3 (GO) that covers the Company's place of business or the employee's home address.
- If the employee is not employed as a first responder and an authorized public official issues a determination that the air quality index or heat index are at a level where continued exposure would jeopardize the health of the employee.
- For reasons covered under the Oregon Family Leave Act, including:
 - Home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies.

- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member.
 - For an employee's disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care.
 - *Through January 1, 2025 Only:* To facilitate the legal processes required for placement of a foster child or adoption.
- For reasons covered under Oregon's Paid Family and Medical Leave Insurance Program, including:
 - Medical leave for the employee's own serious health condition, including any limitations related to pregnancy, childbirth, or a related medical condition (including lactation).
 - Family leave to care for a family member with a serious health condition.
 - Family leave to care for and bond with a new child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption, or, effective January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child.
 - Safe leave to address domestic violence, harassment, sexual assault, bias crimes, or stalking.

Family Member. For purposes of this policy, "family member" means the employee's spouse (including civil union partners or domestic partners), child (including a child's spouse or domestic partner and the child of a domestic partner), parent, parent-in-law (including the parent of an employee's domestic partner), grandchild (including a grandchild's spouse or domestic partner), grandparent (including a grandparent's spouse or domestic partner), sibling (including a step-sibling or step-sibling's spouse or domestic partner), and any other individual related by affinity to the employee. "Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. Employees may be required to attest to such a relationship in writing when using sick leave to care for an individual related by affinity to the employee.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least ten (10) days' advance notice to their Dahl Consulting representative of an absence from work. Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's

operations. If the need to use sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as practicable. Employees may provide notice to their Dahl Consulting representative by phone call, e-mail or text.

When notifying the Company of the need to use sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than three (3) consecutive scheduled 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 violence, harassment, sexual assault, or stalking); and/or other verification as permitted by applicable law. Additionally, if the Company reasonably suspects that an employee is abusing sick leave, including engaging in a pattern of abuse (*e.g.*, repeated use of unscheduled sick leave on or adjacent to weekends, holidays, vacation days or payday), the Company may require a doctor's note, regardless of whether the employee has used sick leave for more than three (3) consecutive scheduled workdays. The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses sick leave for a purpose not covered by, or in a manner not consistent with, the OSTL. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

Separation from Employment and Rehire

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

If an employee's employment with the Company ends and the employee is rehired within 180 days of employment ending, the employee's previously unused sick leave balance will be reinstated and made available for use in accordance with the OSTL.

No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the OSTL, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Oregon Sick Leave policy should contact their Dahl Consulting representative.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or witness subpoenas, attend court for prospective jury service or serve as a juror or witness. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave for jury duty or prospective jury service or to serve as a witness provided, they notify their Doherty Staffing Solutions, Inc. representative prior to their service.

Employees must provide their Dahl Consulting representative with notice of any jury summons or witness subpoena within five days after receipt and before their appearance is required to allow the Company time to make arrangements to cover the absence.

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. Employees who are absent from work while participating in the jury selection process or while serving as a juror or a witness will not be asked or required to use any annual, vacation or sick leave during the absence, although employees may elect to do so.

To the extent an employee participates in any company-sponsored health, disability, life or other insurance benefits, such coverage will continue during jury duty or witness service provided that the employee gives advance notice of the service.

Domestic Violence, Harassment, Sexual Assault, Bias or Stalking Victim Leave

Employees who are the victim, or the parent or guardian of a minor child or dependent who is a victim of harassment, domestic violence, sexual assault, a bias crime or stalking will be allowed time off in order to:

- Seek legal or law enforcement assistance or remedies;
- Seek medical treatment for or to recover from injuries caused by harassment, domestic violence, sexual assault, stalking, or the commission of a bias crime;
- Obtain or assist a minor child or dependent in obtaining counseling related to an experience of harassment, domestic violence, sexual assault, bias or stalking;
- Obtain services from a victim services provider; or
- Relocate or take steps to secure an existing home.

Time off under this policy is unpaid except that exempt employees will be paid when required under applicable law. In addition, employees are allowed, but not required, to use any accrued paid vacation leave, sick leave, personal business leave or other paid leave during a leave under this policy. Where applicable, time off under this policy will run concurrently with time off under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (FMLA).

Employees must provide their Dahl Consulting representative reasonable advance notice of their intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, employees, or a person acting on behalf of an employee, must give notice as soon as practicable. The Company may also require certification that the employee or minor child is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of a police report, protective order, or documentation from a health care professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services, attorney, victim services providers, or law enforcement officer.

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Leave may be taken on an intermittent or reduced work schedule basis. The Company may transfer an employee on intermittent leave or a reduced work schedule to an alternate position that better accommodates the leave, so long as the transfer is temporary and voluntary and there is no other reasonable option available that would allow the employee to use intermittent or reduced schedule leave. Transferred employees will be returned to their former position upon providing notification of readiness to return.

While on leave, employees must periodically report their status to their supervisor, including the date they intend to return to work.

Upon request, the Company will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, bias or stalking, unless such accommodations impose an undue hardship on the Company's business. Such safety accommodations may include, but are not limited to: transfer, reassignment, a modified schedule, a changed work telephone number, a changed work station, an installed lock or implemented safety procedures or other adjustment to a job structure, workplace facility or work requirement.

Employees who wish to request time off or an accommodation under this policy should promptly notify their Dahl Consulting representative.

Confidentiality of the situation, including the employee's request for reasonable safety accommodation or time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave or an accommodation under this policy.

Crime Victim Leave

Eligible employees will be allowed time off to attend a criminal proceeding, a juvenile proceeding or any other proceeding at which a crime victim has the right to be present.

Eligible employees are those who:

- Have worked an average of more than 25 hours per week during the 180 days immediately prior to the leave; and
- Are a victim who has suffered financial, social, psychological or physical harm as a result of a personal felony or is the spouse, domestic partner, parent, sibling, child, stepchild or grandparent of the victim.

Time off under this policy is unpaid except that exempt employees will be paid when required under applicable law. Employees will also be allowed to use available accrued vacation or other paid leave, though the Company may determine the order in which such leave must be used.

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Employees must provide reasonable advance notice of their intent to take leave under this policy, as well as a copy of any notices of scheduled criminal proceedings provided by a law enforcement agency.

Confidentiality of the situation, including the employee's request for the time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

Firefighter Leave

Employees who serve as volunteer firefighters in a rural fire protection district or as a firefighter employed by a city or a private firefighting service will be allowed a leave of absence when called to an emergency. Employees must return to work when their release from service permits them to resume their job duties.

Time off under this policy will be without pay, except that exempt employees will be paid when required under applicable law. Upon return, employees will be reinstated to the same or equivalent position with all of the same seniority and benefits following the leave.

Search and Rescue Operation Leave

Employees who serve as search and rescue volunteers will be allowed time off when accepted to participate in search and rescue activities by the sheriff.

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

Upon return, employees will be reinstated to the same or an equivalent position without loss of seniority and benefits that had been earned before the leave commenced.

The Company will not discriminate or retaliate against employees who request or take leave under this policy.

Juvenile Court Appearance Leave

Employees will be allowed time off when compelled to attend a juvenile court proceeding involving a child of which the employee is a parent or legal guardian.

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

The Company will not discriminate or retaliate against employees who seek or obtain leave under this policy.

Legislative Leave

Regular full-time and part-time employees that have been employed by the Company for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy will be without pay.

Employees must provide notice of the need for leave under this policy at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed. Upon return from leave, employees will be reinstated to the same or similar position without loss of seniority or benefits earned before the leave commenced.

The Company reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the Company change during the leave such that it would be impossible or unreasonable to reinstate the employee.

Bone Marrow Donation Leave

Eligible employees who undergo a medical procedure to donate bone marrow will be allowed to use already accrued paid leave to do so. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less, unless the Company agrees otherwise.

Employees may be required to provide the Company with verification from a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

The Company will not retaliate against any employee for requesting or taking a leave under this policy.

Military Leave

As is set forth in the Employee Handbook, the Company provides reemployment following leave to provide service in the uniformed service, in accordance with the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Under USERRA, the total military leave time may not exceed five years during employment, except in certain, defined circumstances. For Oregon employees, time spent performing the following types of service will be excluded when determining whether the employee has met the five-year limit on duration of military leave: time spent providing voluntary service overseas and voluntary service within the United States during or in response to an emergency or disaster declared by the local, state or federal government.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if they are a member of the organized militia of Oregon and called into active service of the state or a member of the organized militia of another state and called into active state service by the Governor of that state. For purposes of this policy, active state service includes service performed on full-time duty status in the federal uniformed

services or the United States National Guard and service performed while on full-time duty status for training, operational duty or other service of the organized militia under the authority of the Governor, whether paid from state or federal funds. The Company will grant leave until the employee is released from state service. Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, vacation credits, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

Family Military Leave

Employees working an average of at least 20 hours per week who have a spouse or domestic partner that is a member of the military and has been notified of an impending call, order to active duty, or has been deployed during a period of military conflict, will be granted a leave of up to 14 days for each deployment. Leave may be taken intermittently, in which case the total number of hours of leave available is the amount the employee regularly works per day multiplied by 14. The leave can be taken before and during deployment, as well as when the military spouse or domestic partner is on leave from deployment.

Employees should let the Company know within five days of receiving an official notification of a call to duty if they intend to take leave, or as soon as practicable if official notice is received less than five days before the leave is to begin. An employee taking leave under this policy may be required to provide a photocopy of the service member's orders.

Leave under this policy is unpaid, but employees may elect to use accrued paid time off during the leave. For employees who are eligible for leave under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (FMLA) and have OFLA and/or FMLA leave time remaining, time off under this policy will be counted as part of the total amount of authorized OFLA and/or FMLA leave.

State Board or Commission Service Leave

Employees who are appointed members of an Oregon state board or commission will be allowed time off for board or commission service.

Employees must provide at least 21 days' advance notice of any time they need to spend in service as an appointed member of a state board or commission.

Time off under this policy will be without pay, except that exempt employees will be paid when required under applicable law. Employees will not be required to use vacation leave, sick leave or annual leave for time spent as an appointed member of a state board or commission.

The Company will not discharge, threaten to discharge, intimidate, coerce or otherwise discriminate or retaliate against employees because of their service or scheduled service as an appointed member of a state board or commission.

Veterans' Day Observance

The Company will provide employees who are also qualified veterans unpaid time off on Veterans' Day, provided that the employee gives at least 21 calendar days' notice of the intent to take time off on Veterans' Day, provides valid documentation showing they are a qualified veteran, and would otherwise be required to work on Veterans' Day.

Employees should contact their Dahl Consulting representative to make appropriate arrangements. The Company reserves the right to deny requested time off to all qualifying veterans under this policy if it determines that providing such time off would cause significant economic or operational disruption, or undue hardship.

SAFETY AND SECURITY

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 using a mobile electronic communication device without a hands-free accessory, including for texting, voice communication, e-mail or navigation, while driving a motor vehicle is a violation of Oregon law, in addition to being a violation of company policy. It is also a violation of Oregon law to hold a mobile electronic device in one's hand while driving.

Oregon law provides that drivers who are over the age of 18 may use a hands-free accessory to conduct cell phone communications. For the safety of employees and the safety of others, the Company strongly suggests that any and all cell phone communications, including those with hands-free accessories, be made only if careful attention to the road is possible.

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside of company facilities during scheduled work breaks and must not smoke in outside areas that will allow circulation of smoke into the company's facilities. For example, employees must not smoke within 10 feet of the Company's facilities' ventilation intakes, windows, entrances or exits. For purposes of this policy, "smoking" includes the use of aerosolized or vaporized inhalants, such as nicotine, cannabinoids or other substances that are not FDA approved and marketed solely for a therapeutic purpose.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or their Dahl

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

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Safety Committees

The Company forms safety committees to allow management and employees to work together to monitor the overall safety of our operations and to recommend changes in policies, rules and practices in order to make this a safer place for all of us to work.

Each business location has its own safety committee. The safety committee will be composed of an equal number of employer-selected members and employee-elected or volunteer members. If company management and employees agree, the safety committee may have more employee-elected or volunteer members.

Management will select its representatives and employee representatives shall be selected by the employees. The names of the current safety committee members will be posted on the company's bulletin board.

The safety committee will:

- Establish and/or maintain a system by which employees may make safety-related suggestions, report hazards, and present to the safety committee any pertinent information. Such suggestions, reports and information shall be reviewed at the next safety committee meeting.
- Assist in evaluating the Company's accident and illness prevention program and make written recommendations for improvement.
- Establish procedures and conduct workplace inspections and make written recommendations for improvements.
- Evaluate the Company's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.
- Establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths (the safety committee need not conduct the investigation itself).

Safety committee reports will be maintained by Doherty Staffing Solutions, Inc. Copies will be available upon request from the Company's Safety Department.