



Handbook Addendum for

VERMONT

2024

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GENERAL INFORMATION

About This Vermont Addendum

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

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

The Vermont 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 comply with Vermont law, which prohibits discrimination and harassment against any employees or applicants for employment based on race (including traits associated with or perceived to be associated with race, such as hair type, hair texture, hairstyles and protective hairstyles), color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, crime victim status, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information or membership in the Reserves or National Guard. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also complies with the Vermont law that restricts the circumstances under which employers can base employment-related decisions on an individual’s credit report or credit history.

Sexual and Other Prohibited Harassment

Dahl Consulting is committed to providing a work environment free of harassment. Sexual harassment and harassment based on race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, ancestry, place of birth, age (18 and over), physical or mental disability or medical condition, HIV status, genetic information or membership in the Reserves or National Guard are unlawful in the workplace. The Company will not tolerate discrimination or harassment based on these characteristics or any other characteristic protected by applicable federal, state or local law.

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

In addition to the complaint procedures set forth in the Employee Handbook, any employee who believes they have been harassed or discriminated against, or who is aware of harassment or discrimination against others, should immediately provide a written or verbal report to their Dahl Consulting representative.

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below.

- The state agency responsible for complaints of harassment is the State of Vermont Attorney General's Office – Civil Rights Unit.

109 State Street
Montpelier, VT 05609-1001
(888) 745-9195 (toll free VT)
(802) 828-3657
(802) 828-3665 (TTY)
(802) 828-2154 (Fax)
Website: [Civil Rights | Office of the Vermont Attorney General](#)

- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:
 - John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

It is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Employees who believe they have been unlawfully harassed or retaliated against may file a complaint with the Attorney General's Office or the EEOC. These agencies serve as neutral fact-finders and attempt to help the parties voluntarily resolve disputes.

Pregnancy Accommodation

Employees with needs related to pregnancy, childbirth or a medical condition related to pregnancy or childbirth, may request a reasonable accommodation to enable them to perform their job. The Company will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the Company.

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

PAY PRACTICES

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 child. The Company will provide this break time for up to three years following the birth of a child. If possible, nursing mothers should take time to express breast milk during their regular rest and/or meal breaks. If the break time cannot run concurrently with rest and/or meal breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional 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 supervisor or 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.

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.

Bathroom and Meal Breaks

Employees will be given reasonable opportunities during work periods to eat and to use toilet facilities in order to protect the health and hygiene of the employee.

Discussion of Wages

No employee is prohibited from disclosing the amount of their wages or inquiring about or discussing the wages of other employees. The Company will not retaliate against employees for disclosing their wages or inquiring about or discussing the wages of other employees.

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

TIME OFF AND LEAVES OF ABSENCE

Parental and Family Leave (15+ Employees)

Dahl Consulting will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (VPFLA).

When both the FMLA and VPFLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. Employees who are 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 VPFLA. Employees should refer to the Employee Handbook for additional detail regarding the FMLA. All questions concerning this policy should be directed to their Dahl Consulting representative.

Leave Entitlement and Eligibility

Employees who have been employed by the Company continuously for at least one year and who average at least 30 hours of work per week are eligible for up to a total of 12 weeks of parental and/or family leave in a 12-month period. Employees may return from leave earlier than estimated with the Company's approval.

Employees are not eligible for leave if they received, or provided, notice of termination of their employment with the Company.

Permissible Uses of Parental and Family Leave

Parental leave may be taken for:

- An employee's pregnancy;
- The birth of an employee's child; or

- The initial placement for adoption of a child 16 years of age or younger with the employee. Leave for this purpose must be taken within one year of the initial placement of the child for adoption.

Family leave may be taken for:

- The employee's own serious illness; or
- The serious illness of the employee's child, stepchild (including the child of a civil union partner) or ward who lives with the employee, foster child, parent, spouse (including same-sex spouse), civil union partner or parent-in-law (including the parent-in-law of a same-sex spouse or civil union partner).

For purposes of this policy "serious illness" means an accident, disease or physical or mental condition that poses imminent danger of death, requires inpatient care in a hospital or requires continuing in-home care under the direction of a physician.

Compensation and Benefits During Leave

Parental and family leaves are unpaid. However, employees may elect to use up to six weeks of accrued sick leave, vacation or other accrued paid leave during a parental or family 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 rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Requesting Leave

Employees must give 30 days advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. In addition, the Company may require certification from a physician when leave is taken due to the serious illness of the employee or a covered family member. Reasonable notice must be provided if an employee needs to extend the length of a leave.

Return from Leave

Upon return from leave, employees will be restored to their prior position or to a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if: (1) during the leave the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave; or (2) the employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of its intent to do so, was the only way for the Company to prevent substantial and grievous economic injury to its operations.

Employees who do not return to employment at the end of a leave for reasons other than serious illness must reimburse the Company for the value of any compensation paid to or on behalf of the employee during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

The Company will not take an adverse employment action (e.g., termination, demotion, etc.) or retaliate against employees for exercising their rights under this policy.

Parental Leave of Absence (10-14 Employees)

Dahl Consulting will grant a parental leave of absence to employees in accordance with the requirements of the Vermont Parental and Family Leave Act (VPFLA). All questions concerning this policy should be directed to their Dahl Consulting representative.

Leave Entitlement and Eligibility

Employees who have been employed by the Company continuously for at least one year and who average at least 30 hours of work per week are eligible for up to a total of 12 weeks of parental leave in a 12-month period. Employees may return from leave earlier than estimated with the Company's approval.

Employees are not eligible for leave if they received, or provided, notice of termination of their employment with the Company.

Permissible Uses of Parental Leave

Parental leave may be taken for:

- An employee's pregnancy;
- The birth of an employee's child; or
- The initial placement for adoption of a child 16 years of age or younger with the employee. Leave for this purpose must be taken within one year of the initial placement of the child for adoption.

Compensation and Benefits During Leave

Parental leave is unpaid. However, employees may elect to use up to six weeks of accrued sick leave, vacation or other accrued paid leave during a parental 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 rather than taken a leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Requesting Leave

Employees must give 30 days advance notice of their intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. Reasonable notice must be provided if an employee needs to extend the length of a leave.

Return from Leave

Upon return from leave, an employee will be restored to their prior position or to a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, if: (1) during the leave the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave; or (2) the employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of its intent to do so, was the only way for the Company to prevent substantial and grievous economic injury to its operations.

An employee who does not return to employment at the end of a leave may be required to reimburse the Company for the value of any compensation paid to or on behalf of the employee during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

The Company will not take an adverse employment action (e.g., termination, demotion, etc.) or retaliate against employees for exercising their rights under this policy.

Short-Term Family Leave

Eligible employees may take up to four hours of short-term family leave in any 30-day period, not to exceed 24 hours in any 12-month period. Eligible employees are those who have worked for the Company for one year, working an average of at least 30 hours per week.

Leave may be taken under this policy for any of the following reasons:

- To participate in preschool or school activities, such as parent-teacher conferences, that are directly related to the academic educational advancement of the employee's child, stepchild (including the child of a civil union partner), foster child or ward who lives with the employee;
- To attend or accompany the employee's child, stepchild, foster child or ward who lives with the employee, or the employee's parent, spouse (including same-sex spouse), civil union partner, or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse (including same-sex spouse), civil union partner or parent-in-law to other appointments for professional services related to that person's care and well-being; or

- To respond to a medical emergency involving the employee’s child, stepchild, foster child or ward who lives with the employee, or the employee’s parent, spouse (including same-sex spouse), civil union partner or parent-in-law.

Employees should make reasonable attempts to schedule appointments outside of working hours.

Employees must request leave under this policy as early as possible. Except in cases of emergency, the Company may deny requests for short-term family leave that are made less than seven days before the leave is to be taken. For purposes of this policy, *emergency* means circumstances in which the required seven-day notice could have a significant adverse impact on the employee’s family member.

Leave under this policy must be taken in [insert increment of time, not more than two hours].

Leave taken under this policy is unpaid unless employees elect to use any accrued vacation or personal leave during the time off.

Vermont Paid Sick Leave

The Company provides eligible employees with paid sick leave pursuant to the Vermont Earned Sick Time Act (“VESTA”).

Eligibility

All employees whose primary place of work for the Company is in Vermont are generally eligible to receive paid sick leave under this policy. Eligible employees do not include those who are:

- Employed by the Company for 20 weeks or less in a 12-month period in a job scheduled to last 20 weeks or less;
- Employed on an intermittently or per diem basis, who work only when available are under no obligation to work for the Company, and have no expectation of continuing employment with the Company; or
- Under 18 years of age.

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 VESTA, whichever is later.

Paid sick leave accrues at a rate of one hour for every 52 hours worked, up to a maximum of 40 hours in a year. For purposes of this policy, the year is beginning January 1, 2024 or the employee’s first day 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 paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over all 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

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

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

Employees must use paid sick leave in one-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 paid sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

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

- The employee's: mental or physical illness, injury or health condition; need to seek professional medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care, including diagnostic, preventive, routine, or therapeutic health treatment.
- A family member's: mental or physical illness, injury or health condition; need to seek professional medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care, including diagnostic, preventive, routine, or therapeutic health treatment.
- A school where the employee's family member is normally located during the employee's workday is closed for public health or safety reasons.

- A business (including a care facility) where the employee’s family member is normally located during the employee’s workday is closed for public health or safety reasons.
- Absences due to domestic violence, sexual assault, or stalking of the employee or the employee’s family member in order to:
 - Obtain social or legal services;
 - Obtain medical care or counseling; or
 - Relocate.

Family Member. For purposes of this policy, “family member” means the employee’s spouse, child, parent, parent-in-law, sibling, grandchild, or grandparent.

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 provide reasonable advance notice to their Dahl Consulting representative of an absence from work. Employees must also make a reasonable effort to avoid scheduling routine or preventive health care during regular work hours. If the need to use paid 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, text or e-mail.

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

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

Verification of Absence

The Company may require 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, sexual assault, or stalking); 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 VESTA. 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 90 days 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 VESTA.

No Discrimination or Retaliation

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

Military Leave

In addition to the rights set forth in the Employee Handbook, employees who are qualified members of the reserve components of the U.S. Armed Forces, the Ready Reserve, or an organized unit of the Vermont National Guard or National Guard of another state are entitled to an unpaid leave of absence from work for the purpose of engaging in military drills, training or other temporary duty pursuant to state or federal military orders. Upon completion of the military drill, training or other temporary duty, employees (other than temporary employees) will be reinstated without loss of status, accrued seniority or benefits. Covered employees who are called to state or federal service will receive the

same benefits, privileges and protections under this policy, regardless of the activation authority or location of service.

Additionally, employees who are members of Vermont's National Guard or the National Guard of another state, and who are ordered to active-duty service are entitled to the rights, privileges, benefits and protections provided to servicemembers under federal law. For the first 30 days of a National Guard member's absence for active duty, the Company will continue to provide health insurance under the same terms and conditions, including continuing payment of any company contributions toward insurance premiums and cost-sharing. For a covered absence lasting longer than 30 days, the servicemember can continue health insurance benefits, with the state of Vermont assuming responsibility for payment of the Company's share of the premiums and cost-sharing.

Jury Duty Leave

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

Employees who are absent from work to serve as a juror will be considered to be in the service of the Company during the time off for purposes of determining seniority, fringe benefits, credit towards vacation and other rights and benefits of employment.

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.

Crime Victim Leave

Leave to Testify in Legal Proceedings

An employee may be eligible to take time off from work to honor a subpoena to testify in a legal proceeding, if they are a victim of a crime or family member or representative of a victim. For purposes of this policy, a "victim" means a person who sustained physical, emotional or financial injury or who died as a direct result of the commission or attempted commission of a crime or act of delinquency, as well as the family members of a minor, a person who has been found to be incompetent or a homicide victim. Also for purposes of this policy, a "family member" includes a spouse, child, sibling, parent, next of kin, domestic partner or legal guardian of a victim.

The Company will not terminate or otherwise discipline eligible employees for taking time off under this policy.

Time off under this policy will be without pay, except that exempt employees will be paid in accordance with applicable law.

Leave to Attend a Deposition or Court Proceeding

Eligible employees will be allowed time off from work for the purpose of attending a deposition or court proceeding related to:

- A criminal proceeding, when the employee is an alleged victim and has a right or obligation to appear at the proceeding;
- A relief from abuse hearing, when the employee seeks the order as plaintiff;
- A hearing concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff; or
- A relief from abuse, neglect or exploitation hearing when the employee is the plaintiff.

For purposes of this policy, an “alleged victim” means a person who is alleged in an affidavit filed by a law enforcement official with a prosecuting attorney of competent state or federal jurisdiction to have sustained physical, emotional, or financial injury or death as a direct result of the commission or attempted commission of a crime or act of delinquency. “Alleged victim” also includes that person’s family member, if the person is a minor, a person who has been found to be incompetent or a homicide victim. The “family member” of an alleged victim means an individual who is not identified in the affidavit as the defendant and is the alleged victim’s child (including a foster child, stepchild or legal ward who lives with the alleged victim), spouse, domestic partner, civil union partner, sibling, grandparent, grandchild, parent, parent of the alleged victim’s spouse, domestic partner or civil union partner, legal guardian or an individual for whom the alleged victim stands in loco parentis or who stood in loco parentis for the alleged victim when the alleged victim was a child.

Employees are eligible for leave if the Company has continuously employed them for a period of six months for an average of at least 20 hours per week.

Employees are not eligible for leave if, prior to requesting the leave, they received, or provided, notice of termination of their employment with the Company.

Leave under this policy will be in addition to and not run concurrently with leave under the Vermont Parental and Family Leave Act. For additional information, see the Parental and Family Leave policy included in this Vermont supplement.

Leave for a crime victim to attend a deposition or court proceeding is generally unpaid, except that exempt employees will be paid when required under applicable law and all

employees may elect to use any accrued sick leave, vacation or other accrued paid leave. Use of accrued paid leave does not extend the length of 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 rather than take leave. Employees will be required to continue to pay their portion of the cost of benefits during the leave.

Upon return from leave, employees will be offered the same or a comparable position at the same level of compensation, benefits, seniority and other terms and conditions of employment. Reinstatement may be denied, however, 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.

Legislative Leave

The Company will grant a temporary leave of absence for an employee who is a member of the state general assembly and needs time off to perform an official duty. Time off under this policy will be unpaid. A leave of absence under this policy will not result in loss of the employee's job status, seniority or benefits.

An employee who intends to seek election to the general assembly must notify their Dahl Consulting representative in writing of their intention to do so within 10 days of filing a primary election nomination petition or taking other action to place their name on the ballot. An employee who fails to provide this notice will waive their rights under this policy.

Town Meeting Leave

Employees may take leave without pay for the purpose of attending their annual town meeting, so long as the absence does not conflict with essential company operations. Any employee who intends to take such leave must notify their Dahl Consulting representative in writing at least seven days prior to the date of the town meeting.

Flexible Working Arrangements

Employees may request a flexible work arrangement, which is an intermediate or long-term change in the employee's regular working arrangements, such as: changes in the number of days or hours worked, changes in the time an employee arrives at or departs from work, working from home, or job-sharing. Employees are entitled to make two such requests in a calendar year.

If an employee makes a request for a flexible work arrangement, the Company will discuss the request with the employee. Both the Company and the employee can propose alternative arrangements.

Although the Company will consider all requests for flexible work arrangements made in accordance with this policy, it cannot grant requests for flexible work arrangements that

are inconsistent with the company's business operations or legal or contractual obligations.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking, including the use of electronic cigarettes, in the workplace. Employees wishing to smoke must do so outside company facilities during scheduled work breaks. Employees wishing to smoke outside company facilities should do so away from doorways, windows and building air supply intakes through which smoke could enter the building.

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 Dahl Consulting representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Vermont 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 creating, sending or reviewing text messages while driving on a highway is a violation of Vermont law, in addition to being a violation of company policy.

Employees with commercial drivers' licenses are also prohibited by Vermont law from creating, sending or reviewing text messages, and from using handheld mobile telephones while driving a commercial vehicle on a public highway.