



## **Handbook Addendum for**

# **WASHINGTON**

**2024**

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# **GENERAL INFORMATION**

## **About This Washington Addendum**

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

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

The Washington Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Dahl Consulting or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the President/Owner of Dahl Consulting or 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 Washington law, which prohibits discrimination and harassment against employees or applicants for employment based on race (including traits historically associated or perceived to be associated with race, such as hair texture and protective hairstyles (e.g., afros, braids, locks and twists)), creed, color, religion, sex, marital status, sexual orientation (including gender identity and expression), pregnancy (including a woman’s potential to get pregnant, pregnancy-related conditions and childbearing), age (40 and over), national origin or ancestry, physical, mental or sensory disability (including the use of a trained dog guide or service animal), military status or status as an honorably discharged veteran, HIV/AIDS or hepatitis C status, status as an actual or perceived victim of domestic violence, sexual assault or stalking and genetic information. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by applicable federal, state or local law. The Company also prohibits unlawful discrimination on the basis of citizenship or immigration status.

## **Safety Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking**

Dahl Consulting will make reasonable safety accommodations for employees who are the actual or threatened victim of domestic violence, sexual assault or stalking and request that the Company accommodate their safety while at work, unless providing the accommodation would impose an undue hardship on the Company's business operations.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work email address; change in work station; installed locks; implemented safety procedures or other adjustment to job structure, workplace facilities or work requirements in response to actual or threatened domestic violence, sexual assault or stalking.

The Company may require verification that the employee is a victim of domestic violence, sexual assault or stalking and that the requested accommodation is for the purpose of protecting the employee from domestic violence, sexual assault or stalking. Verification may be provided by the employee's written statement confirming these facts or by other appropriate documentation, such as a police report or court order, and must be provided in a timely manner.

Employees will not be required to provide additional information beyond this required verification, or information that would compromise their safety or the safety of their family members. The Company will maintain the confidentiality of all information employees provide regarding their request for a safety accommodation, including the fact that the employee or a family member is a victim and any written or oral statements, documentation or evidence provided by the employee in support of the accommodation request. The Company will not disclose such information unless requested or consented to by the employee, ordered by a court or administrative agency or otherwise required by applicable federal or state law.

Employees may also be entitled to a leave of absence under the company's Domestic Violence, Sexual Assault or Stalking Victim Leave policy and should consult that policy and/or Dahl Consulting representative for additional information.

The Company will not terminate, threaten to terminate, demote or otherwise discriminate or retaliate against an employee because the employee requests or uses an accommodation in accordance with this policy, files or communicates to the Company an intent to file a complaint alleging a violation of Washington's law on reasonable safety accommodations for domestic violence victims or participates or assists in another employee's attempt to exercise rights under that law.

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

## **Pregnancy and Lactation Accommodation**

Employees may request a reasonable accommodation for their pregnancy and pregnancy-related health conditions, including the need to express breast milk. The Company will provide reasonable accommodations to requesting employees unless doing so would impose an undue hardship on the Company's business, consistent with Washington law.

Under this policy, reasonable accommodations include: providing more frequent, longer or flexible restroom breaks; modifying a no food or drink policy; job restructuring, part-time or modified work schedules, or reassignment to a vacant position; acquiring or modifying equipment, devices, or an employee's work station; providing seating or allowing the employee to sit more frequently if her job requires her to stand; providing for a temporary transfer to a less strenuous or less hazardous position; providing assistance with manual labor and limits on lifting; scheduling flexibility for prenatal visits; and any further pregnancy accommodation an employee may request, which the Company will give reasonable consideration in consultation with information provided on pregnancy accommodation by the department of labor and industries or the employee's attending health care provider, as applicable.

Reasonable accommodations also include reasonable break time for an employee to express breast milk for up to two years after the child's birth. The Company will provide a private location, other than a bathroom, and reasonable break time each time the employee has a need to express milk.

Unless the Company does so or would do so for other classes of employees who need accommodation, accommodation under this policy does not include creating additional employment that the Company would not otherwise have created or discharging any employee, transferring any employee with more seniority, or promoting any employee who is not qualified to perform the job.

The Company may request that an employee seeking an accommodation under this policy provide written certification from her treating health care professional regarding the need for accommodation, except that the Company will not request written certification for the following accommodations: (1) providing more frequent, longer or flexible restroom breaks; (2) modifying a no food or drink policy; (3) providing seating or allowing the employee to sit more frequently if her job requires her to stand; (4) limits on lifting over 17 pounds; or (5) reasonable break time and a private location to express breast milk.

The Company will not discriminate or retaliate against employees who request, decline, or use an accommodation under this policy. In addition, the Company will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy.

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

## **Discussion of Wages**

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing his or her wages or the wages of another employee or from asking the Company to provide a reason for the employee's wages and/or lack of opportunity for advancement. The Company also will not retaliate against any employee because the employee aids or encourages another employee to exercise their rights to discuss or disclose wage information.

Employees are not required to disclose their wages.

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, in furtherance of an investigation or when otherwise consistent with the Company's legal duty to provide information.

## **GENERAL EMPLOYMENT PRACTICES**

### **Access to Personnel Files**

Upon request, employees will be allowed to inspect their personnel files at least one time per year. Employees who wish to review their personnel files should contact their Dahl Consulting representative. Employees will be allowed access to their file locally and within a reasonable period of time.

For purposes of this policy, a personnel file does not include records relating to an investigation of a possible criminal offense or certain records compiled in preparation for an upcoming or ongoing lawsuit.

At least once per year, employees may request that the Company review their personnel file for irrelevant or erroneous information and remove or correct such information. If the Company and the employee cannot agree regarding removal of information, the employee may place a statement of rebuttal or correction in the file.

Former employees can rebut or correct information in their personnel file for up to two years following their separation from employment.

## **PAY PRACTICES**

### **Meal and Rest Breaks**

#### ***Meal Breaks***

Nonexempt employees working more than five hours in a shift will be provided a meal break of at least 30 minutes. The meal break must be taken between the second and the

fifth hour of work. An additional meal break will be provided for each additional five hours of work and will be given within five hours from the end of the first meal break. Nonexempt employees who work three or more hours longer than the normally scheduled shift will be provided at least one 30-minute meal break before or during that extra work time.

Uninterrupted meal breaks of at least 30 minutes, during which the employee is completely relieved from duty, are unpaid. Because meal breaks are unpaid, employees must record their start and stop times. Meal breaks may be voluntarily waived by an employee. Any such waiver may be revoked by the employee or the Company. An employee who is required to work through some or all of a 30-minute meal break or whose 30-minute meal break is interrupted should report it to their Dahl Consulting representative. If an employee does not report a missed or interrupted meal break, the Company will assume the employee voluntarily waived the meal break.

### ***Rest Breaks***

Nonexempt employees must take a 10-minute paid rest break for every four hours worked and must not work more than three consecutive hours without a paid 10-minute rest break. A rest break taken in a 10-minute block must be scheduled as near as possible to the midpoint of the work period. An employee's paid rest breaks do not have to be scheduled in 10-minute blocks if the nature of the work allows the employee to take shorter, intermittent rest breaks totaling 10 minutes for every four hours worked. An employee may not waive a paid rest break.

Any employee who does not receive a rest break in accordance with this policy should report it to their Dahl Consulting representative. If an employee does not report a missed rest break, the Company will assume the employee took his or her rest breaks as required by this policy.

### ***Responsibilities***

Employees are expected to take their meal and rest breaks and management is expected to ensure that employees take meal and rest breaks in accordance with this policy. Supervisors may not pressure or coerce employees to work through their meal or rest breaks. Any employee who feels they have been pressured or coerced into working through a meal or rest break should immediately report the situation to their Dahl Consulting representative.

Any employee, supervisor or manager who fails to observe the applicable guidelines in this policy will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to their Dahl Consulting representative. Every report will be fully investigated, and corrective action will be taken when appropriate. The Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports.

## **Meal and Rest Breaks for Minors**

### ***Employees Under 16***

Employees who are 14 or 15 years of age will be allowed a 10-minute paid rest break for every two hours worked, in addition to their meal break. Employees who are 14 or 15 years of age will also not be permitted to work more than four hours without an uninterrupted 30-minute meal break. When 14- or 15-year-old employees work four or more hours, they will not be required to work more than two hours without being given either a 10-minute rest break or a 30-minute meal break.

During the meal break, employees will be relieved of all duties. The 30-minute meal break will be unpaid for nonexempt employees.

### ***Employees Aged 16 or 17***

Employees who are 16 or 17 years of age will be allowed at least one 10-minute paid rest break for every four hours worked, to be taken as near as possible to the midpoint of the work period. Employees aged 16 or 17 will not be required to work more than five consecutive hours without a 30-minute meal break, which must be taken no less than two hours, but no more than five hours, from the beginning of the work shift. During the meal break, employees will be relieved of all duties. The 30-minute meal break will be unpaid for nonexempt employees.

Employees who are 16 or 17 years old will not be required to work more than three hours without being given a meal or rest break.

Any employee who is unable to take all of the breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their Dahl Consulting representative.

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

### **Washington Paid Family and Medical Leave**

In accordance with the Washington Paid Family and Medical Leave Act (“WA PFMLA”), eligible employees may be entitled to a leave of absence with partial wage replacement benefits from the State of Washington Employment Security Department (“Department”) 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 assist with obligations that arise when a family member is called into active military service.

### ***Employee Eligibility***

Employees are eligible for WA PFMLA leave and partial wage replacement benefits if they meet the eligibility requirements as determined by the Department. Generally, this



means that employees must have worked 820 hours in “employment” (as defined by the WA PFMLA), for any employer in Washington State, during the qualifying period (*i.e.*, first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the application for leave).

### ***Reasons for and Length of Leave***

During a benefit year, eligible employees may be entitled to:

- Up to a maximum of 12 weeks of paid family leave to: (1) participate in providing care for a “family member” of the employee made necessary by the family member’s serious health condition; (2) bond with the employee’s child during the first 12 months following the child’s birth, or the first 12 months after the placement of a child under the age of 18 with the employee for adoption or foster care; or (3) attend to a “qualifying exigency,” as defined under the federal Family and Medical Leave Act (“FMLA”), arising from the “covered active duty” (as defined below) of an employee’s family member as a member of the military reserves, National Guard, or Armed Forces. Paid family leave can also be used during the seven calendar days following the death of the family member for whom the employee would have qualified for medical leave on the basis of the birth of the employee’s child or would have qualified for family leave for the purpose of bonding with a child following the child’s birth or placement.
- Up to a maximum of 12 weeks of paid medical leave to attend to their own serious health condition. Medical leave may be extended up to an additional two weeks (up to 14 weeks of medical leave) if the employee experiences a pregnancy-related serious health condition that results in incapacity.

An eligible employee may receive up to a combined total of 16 weeks of medical and family leave, or up to a combined total of 18 weeks if the employee experiences a pregnancy-related condition that results in incapacity. For employees who are eligible for leave based upon incapacity due to pregnancy or for prenatal care, leave taken during the first six weeks after birth (the “postnatal period”) will be presumed to be paid medical leave, unless the employee’s medical leave entitlement is fully or partially exhausted prior to the birth of the child or the employee chooses to use paid family leave, if available, during that postnatal period.

An employee is not entitled to WA PFMLA benefits for (a) absences caused by the employee’s willful intent to bring about injury to or sickness of the employee or another; (b) absences resulting from an injury or sickness sustained in the employee’s perpetration of an illegal act; (c) any family or medical leave beginning before the employee is eligible for such benefits; (d) a period during which the employee is on suspension from employment; or (e) any period of time during which the employee works for remuneration or profit.

## **Definitions**

- **“Benefit year”** means a period of 52 consecutive calendar weeks beginning on Sunday of the week of the employee’s timely and complete application to the Department. Employees will only have one “Benefit Year” at a time.
- **“Child”** means a biological, adopted, or foster child, a stepchild, a child’s spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age (except for bonding leave) or dependency status.
- **“Covered Active Duty”** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **“Family Member”** means the employee’s spouse or state registered domestic partner, child, parent, grandparent, grandchild, or sibling. “Family member” also includes any individual who depends on the employee for care and either: (1) regularly resides in the employee’s home; or (2) is in a relationship that creates an expectation that the employee will care for the person. “Family member” does not include an individual who simply resides in the same home as the employee with no expectation that the employee care for them.
- **“Grandchild”** means a child of the employee’s child.
- **“Grandparent”** means a parent of the employee’s parent.
- **“Parent”** means the biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or state registered domestic partner, or an individual who stood in loco parentis to an employee when the employee was a child.

## **Wage Replacement Benefits**

Eligible employees may receive WA PFMLA wage replacement benefits from the Department. Wage replacement benefits are determined and administered by the Department, not the Company. The amount of wage replacement benefits is calculated based upon an employee’s average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that is adjusted annually. When taking WA PFMLA for reasons other than family leave for a qualifying exigency, medical leave taken upon the birth of a child or family leave taken for bonding after the birth or placement of the employee’s child, payment of wage replacement benefits is subject to a waiting period of seven consecutive calendar days. The waiting period begins on the Sunday of the first week an eligible employee starts taking paid family or medical

leave. A waiting period does not reduce the maximum duration of an employee's available paid family or medical leave. Employees may use available vacation, sick leave (if applicable), or other Company-provided paid time off during the waiting period.

The minimum claim duration is eight consecutive hours of leave meaning the employee claims at least eight consecutive hours at some point during the week beginning on Sunday at 12:00 a.m. and ending at 11:59 p.m. the following Saturday.

In any week in which an employee is eligible to receive benefits under federal or state unemployment compensation, industrial insurance, or disability insurance laws, the employee may be disqualified from receiving WA PFMLA wage replacement benefits.

### ***Intermittent and Reduced Schedule Leave***

Employees may take WA PFMLA leave intermittently, which means taking leave in blocks of time, or on a reduced schedule basis, by reducing the employee's normal weekly or daily work schedule.

### ***Payroll Deductions***

WA PFMLA benefits are funded by both a Company contribution (if the Company has 50 or more employees in "employment" in Washington State) and an employee contribution.

### ***Requesting Leave***

Employees must file an application for WA PFMLA benefits directly with the Department using the Department's forms.

Employees must also provide advance notice to their Dahl Consulting representative as follows:

- When the need for WA PFMLA leave is foreseeable based on 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.
- When 30 days' notice is not possible, such as because of a lack of knowledge of approximately when WA PFMLA leave will be required to begin, a change in circumstances, or a medical emergency, the employee must provide written notice to the Company as soon as practicable.
- When the need for WA PFMLA leave due to a qualifying military exigency is foreseeable, the employee must provide written notice to the Company as soon as is practicable, regardless of how far in advance such leave is foreseeable.
- When the need for leave is not foreseeable, the employee must provide written notice to the Company as soon as is practicable under the facts and circumstances of the particular situation. If the employee is unable to provide notice personally,

written notice may be given by another responsible party, such as the employee's spouse or domestic partner, neighbor, or coworker.

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

Written notice should be provided to their Dahl Consulting representative and specify the anticipated timing and duration of the leave. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text messages and email. Failure to provide timely notice may result in the Department denying WA PFMLA benefits.

Employees must advise the Company as soon as practicable if the dates of a scheduled WA PFMLA leave change or are extended, or if the dates of leave were initially unknown.

Employees applying for WA PFMLA benefits must provide the Department supporting documentation or certification as required by the Department.

When using WA PFMLA concurrently with FMLA, employees must comply with the notice and certification requirements of the Company's FMLA policy.

Employees must make a reasonable effort to schedule treatment in a manner that does not unduly disrupt the Company's operations, subject to the approval of the employee's or family member's health care provider.

Whenever an employee who is qualified for WA PFMLA benefits is absent from work for family leave or medical leave for a period of more than seven consecutive days, the Company will provide the employee with a written statement of the employee's rights. The notice will be provided to the employee within five business days after the employee's seventh consecutive day of absence due to family or medical leave, or within five business days after the Company has received notice that the employee's absence is for such reasons, whichever is later.

### ***Health Benefits***

To the extent required by applicable law, if an employee takes WA PFMLA and there is at least one day of concurrent use with FMLA, the Company will continue making contributions to employee group health benefits during the WA PFMLA leave on the same terms as if the employee had continued to actively work. The Company will maintain health benefits from the date WA PFMLA began until the earlier of when WA PFMLA ends or the employee returns from leave to any employment.

If employees want their benefits coverage to continue during the WA PFMLA leave, they must also continue to make the same premium payments that they are normally required to make for themselves or their dependents. Failure to make timely payments may result in termination of health insurance coverage.

### ***Effect on Other Rights and Paid Leave***

When both the FMLA and the WA PFMLA apply, the leave provided by each will count against the employee's entitlement under both laws, and leave taken under the FMLA will run concurrently with leave taken under the WA PFMLA.

WA PFMLA is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth. When an employee takes leave for pregnancy disability under both the WA PFMLA and Pregnancy Disability Leave, the two leaves will run concurrently, but an employee's WA PFMLA entitlement or eligibility does not limit the amount of Pregnancy Disability Leave to which the employee may be entitled. For more information, please contact your Doherty Staffing Solutions, Inc. representative about the Company's Pregnancy Disability Leave policy.

The Company will not require employees to take paid vacation, paid sick leave, or other forms of paid time off provided by the Company before, in place of, or concurrently with WA PFMLA. An employee may choose whether to take Company-provided paid time off provided under a collective bargaining agreement or Company policy. However, such Company-provided paid time off will not be a supplemental benefit to WA PFMLA and may impact the amount of WA PFMLA benefits that the employee will receive from the Department.

### ***Return from Leave***

Employees who return to work as scheduled at the end of WA PFMLA will be reinstated to the same position they held at the time the leave commenced, or to an equivalent position with comparable benefits, pay, and other terms and conditions of employment, under the following circumstances:

- The Company has 50 or more employees in "employment" (as defined by the WA PFMLA).
- The employee is in "employment" in Washington State (as defined by the WA PFMLA).
- The employee has been employed by the Company for twelve months or more.
- The employee has worked for the Company for at least 1,250 hours during the twelve months immediately preceding the date on which leave will commence.

For employees who do not meet the requirements for job reinstatement under the WA PFMLA, reinstatement is not guaranteed. Other laws that provide for reinstatement may apply, and the Company will comply with all applicable reinstatement requirements.

The Company may deny restoration to any salaried employee who is among the highest paid ten percent of the employees employed by the Company within 75 miles of the facility at which the employee is employed if:

- Denial is necessary to prevent substantial and grievous economic injury to the operations of the Company;

- The Company notifies the employee of its intent to deny restoration on such basis at the time the Company determines that the injury would occur; and
- The leave has commenced and the employee elects not to return to employment after receiving the notice.

### ***Protected Rights***

The Company takes its WA PFMLA obligations very seriously and will not interfere with, restrain or deny the exercise of any right protected under the WA PFMLA. The Company will not discriminate or retaliate against any employee because that person uses or attempts to use WA PFMLA benefits. Employees who believe their WA PFMLA rights have been violated in any way should immediately report the matter to their Dahl Consulting representative.

Employees may also contact their Dahl Consulting representative with questions regarding WA PFMLA benefits.

### **Washington Sick Leave [including employees in Seattle and Tacoma]**

The Company provides eligible employees with paid sick leave pursuant to Washington’s Paid Sick Leave Law (“PSLL”), Seattle’s Paid Sick and Safe Time Ordinance (“PSSTO”), and Tacoma’s Paid Sick Leave Ordinance (“PSLO”), as applicable. The Company will comply with all applicable requirements of the law that is more favorable to employees.

The Company is a Tier 1 employer under the PSSTO.

### ***Eligibility***

The following individuals are eligible to receive sick leave under this policy:

- All employees working in Washington for the Company, except for employees who do not meet the definition of “employee” under the Washington Minimum Wage Act, such as employees employed in executive, administrative, professional and outside sales capacities.
- All employees working in Seattle for the Company are eligible to receive sick leave under this policy, except that employees who are typically based outside of Seattle and who perform work in Seattle on an occasional basis are not eligible to receive sick leave under this policy until they have worked at least 240 hours in Seattle within a benefit year.
- All employees working in Tacoma more than 80 hours in any benefit year for the Company.

For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later.

## ***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 this policy, whichever is later.

Sick leave accrues at a rate of one hour for every 40 hours worked. For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case 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.

Exempt employees must use sick leave in an initial increment of at least one (1) hour, to cover all or part of a workday. Non-exempt employees must use sick leave in 1 hour increments, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use 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 for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A family member's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A public official closes the employee's place of business for any health-related reason. (A health-related reason is a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. It does not include closures for inclement weather)

- A family member’s school or place of care has been closed.
- Bereavement for the death of a family member.
- Absences related to domestic violence, sexual assault, or stalking in order to:
  - Seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee’s family or household members;
  - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or attend to health care treatment for a victim who is the employee’s family or household member;
  - Obtain, or assist a family or household member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
  - Obtain, or assist a family or household member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family or household member was a victim of domestic violence, sexual assault, or stalking;
  - Participate in safety planning;
  - Temporarily or permanently relocate; or
  - Take other actions to increase the safety of the employee or the employee's family or household members from future domestic violence, sexual assault or stalking.

*Family Member.* For purposes of this policy, “family member” means the employee’s spouse, registered domestic partner, child, parent (including the parent of a spouse or registered domestic partner), sibling, grandchild, or grandparent. For sick leave related to an incident of domestic violence, sexual assault or stalking, a “family member” also includes former spouses, former domestic partners, persons who have a child in common (regardless of whether they have been married or lived together), any adult person related to the employee by blood or marriage, and any person with whom the employee has a current or former dating or cohabitation relationship.

***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 provide at least seven (7) days’ advance notice to their Dahl Consulting representative of an absence from work. If the need to use sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as possible before the start of their scheduled shift unless it is not practicable to do so.

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 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); 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.

In the event that the Company requires verification of an employee's need for sick leave, the employee generally must return requested verification of the use of sick leave within a reasonable time period during or after the use, and not more than ten (10) calendar days after the first day of such use. Employees must return requested verification of the use of sick leave related to an incident of domestic violence, sexual assault or stalking in a timely manner after the Company requests the verification. If an employee fails to return requested verification within the timeline described in this paragraph and does not assert that obtaining the requested verification would result in an unreasonable burden or expense, sick leave may be denied or delayed.

In all cases, if an employee anticipates that complying with a request for verification will result in an unreasonable burden or expense on the employee, the employee may provide an oral or written explanation to the Company, which asserts that the use of sick leave was for an authorized purpose and explains why compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner which does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

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 PSL, PSSTO, or the PSLO, as applicable. 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.

### ***Rate of Pay***

Employees will be paid for sick leave at their normal hourly compensation rate at the time of the absence, or the effective minimum wage, whichever is greater.

### ***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 twelve (12) months of employment ending, the employee's previously unused sick leave balance will be reinstated and made available for use in accordance with the PSSL, PSSTO, or the PSLO, as applicable. However, if the period of time an employee separates from employment extends into the following benefit year, the Company will not reinstate more 40 hours of previously unused sick leave.

### ***Anti-Discrimination and Retaliation***

As long as the use of sick leave complies with the requirements of this policy and the PSSL, PSSTO, or the PSLO, as applicable, 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.

Employees have the right to request and use sick leave. Discrimination or retaliation against an employee for their exercise of any rights provided by the PSSL, PSSTO, or the PSLO, including the use of sick leave, is prohibited. 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.

If an employee believes they have been subjected to a violation of the PSLO or that they have been retaliated against for exercising protected rights under the PSLO, they may file a written complaint with the City of Tacoma.

### ***Additional Information***

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

## **Washington Paid Sick Leave [for employees outside of Seattle and Tacoma only]**

The Company provides eligible employees with paid sick leave pursuant to Washington's Paid Sick Leave Law ("PSLL").

### ***Eligibility***

All employees working in Washington for the Company are eligible to receive paid sick leave under this policy, except for employees who do not meet the definition of "employee" under the Washington Minimum Wage Act, such as employees employed in executive, administrative, professional and outside sales capacities. Eligible employees under this policy do not include individuals who are covered under either the Seattle Paid Sick and Safe Time Ordinance or the Tacoma Paid Sick Leave Ordinance, who will be provided paid sick leave under the applicable local paid sick leave policy only.

### ***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 PSLL, whichever is later.

Paid sick leave accrues at a rate of one hour for every 40 hours worked. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused paid sick leave from one benefit year to the next. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later.

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

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

### ***Covered Reasons for Use***

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

- The employee's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A family member's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A public official closes the employee's place of business or the employee's child's school or place of care for any health-related reason (a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. It does not include closures for inclement weather).
- For absences that qualifying for leave under the state's domestic violence leave law due to an incident of domestic violence, sexual assault or stalking of the employee or the employee's family member to:
  - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family members;
  - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking;
  - Attend to health care treatment for a victim who is the employee's family member;
  - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
  - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking; or
  - Participate in safety planning, temporarily or permanently relocate or take other actions to increase the employee's safety or the safety of the employee's family members from future domestic violence, sexual assault or stalking.

*Family Member.* For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, parent (including the parent of a spouse or domestic partner), sibling, grandchild, or grandparent. For paid sick leave related to an incident of domestic violence, sexual assault or stalking, a "family member" also includes an individual with whom the employee has a dating relationship.

### ***Notice Required***

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at

least 7 days advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as possible before the start of their scheduled shift unless it is not practicable to do so. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

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

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

### ***Verification of Absence***

If an employee uses paid sick leave for more than three (3) consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); 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.

In the event that the Company requires verification of an employee's need for paid sick leave, the employee generally must return requested verification of the use of paid sick leave within a reasonable time period during or after the use, and not more than ten (10) calendar days after the first day of such use. Employees must return requested verification of the use of paid sick leave related to an incident of domestic violence, sexual assault or stalking in a timely manner after the Company requests the verification. If an employee fails to return requested verification within the timeline described in this paragraph, and does not assert that obtaining the requested verification would result in an unreasonable burden or expense, paid sick leave may be denied or delayed.

In all cases, if an employee anticipates that complying with a request for verification will result in an unreasonable burden or expense on the employee, the employee may provide an oral or written explanation to the Company, which asserts that the use of paid sick leave was for an authorized purpose and explains why compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law, including but not limited to for family medical leave or related to a reasonable accommodation.

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 PSSL. 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 twelve (12) months of employment ending, the employee’s previously unused paid sick leave balance will be reinstated and made available for use in accordance with the PSSL. However, if the period of time an employee separates from employment extends into the following benefit year, the Company will not reinstate more than 40 hours of previously unused paid sick leave.

### ***No Discrimination or Retaliation***

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

## **Seattle Paid Sick Leave**

The Company provides eligible employees with paid sick leave pursuant to Washington's Paid Sick Leave Law ("PSLL"), as applicable, and Seattle's Paid Sick and Safe Time Ordinance ("PSSTO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

The Company is a Tier 1 employer under the PSSTO.

### ***Eligibility***

All employees working in Seattle for the Company are eligible to receive paid sick leave under this policy, except that employees who are typically based outside of Seattle and who perform work in Seattle on an occasional basis are not eligible to receive paid sick leave under this policy until they have worked at least 240 hours in Seattle within a benefit year. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later.

### ***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 PSSTO, whichever is later.

Paid sick leave accrues at a rate of one hour for every 40 hours worked. For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case 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 up to 40 hours of accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

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

### ***Using Paid Sick Leave***

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

Exempt employees must use paid sick leave in an initial increment of at least one (1) hour, to cover all or part of a workday. Non-exempt employees must use paid sick leave in 1-hour increments, to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

## ***Covered Reasons for Use***

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

- The employee's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A family member's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A public official closes the employee's place of business for any health-related reason. (A health-related reason is a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. It does not include closures for inclement weather)
- A family member's school or place of care has been closed.
- Absences related to domestic violence, sexual assault, or stalking in order to:
  - Seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee's family member;
  - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or attend to health care treatment for a victim who is the employee's family member;
  - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
  - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
  - Participate in safety planning;
  - Temporarily or permanently relocate; or
  - Take other actions to increase the safety of the employee or the employee's family member from future domestic violence, sexual assault or stalking.

*Family Member.* For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, parent (including the parent of a spouse or registered domestic partner), sibling, grandchild, or grandparent. For paid sick leave related to an incident of domestic violence, sexual assault or stalking, a "family member" also includes former spouses, former domestic partners, persons who have a child in common (regardless of whether they have been married or lived together), any adult



person related to the employee by blood or marriage and any person with whom the employee has a current or former dating or cohabitation relationship.

### ***Notice Required***

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least 7 days advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as possible before the start of their scheduled shift unless it is not practicable to do so. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

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

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

### ***Verification of Absence***

If an employee uses paid sick leave for more than three (3) consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); 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.

In the event that the Company requires verification of an employee's need for paid sick leave, the employee generally must return requested verification of the use of paid sick leave within a reasonable time period during or after the use, and not more than ten (10) calendar days after the first day of such use. Employees must return requested verification of the use of paid sick leave related to an incident of domestic violence, sexual assault or stalking in a timely manner after the Company requests the verification. If an employee fails to return requested verification within the timeline described in this paragraph and does not assert that obtaining the requested verification would result in an unreasonable burden or expense, paid sick leave may be denied or delayed.

In all cases, if an employee anticipates that complying with a request for verification will result in an unreasonable burden or expense on the employee, the employee may provide an oral or written explanation to the Company, which asserts that the use of paid sick leave was for an authorized purpose and explains why compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet

the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

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 PSL, as applicable, or the PSSTO. 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***

Employees will be paid for sick leave at their normal hourly compensation rate at the time of the absence, or the effective minimum wage, whichever is greater.

### ***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 twelve (12) months of employment ending, the employee’s previously unused paid sick leave balance will be reinstated and made available for use in accordance with the PSL, as applicable, and the PSSTO. However, if the period of time an employee separates from employment extends into the following benefit year, the Company will not reinstate more than 40 hours of previously unused paid sick leave.

### ***No Discrimination or Retaliation***

As long as the use of paid sick leave complies with the requirements of this policy and the PSL, as applicable, and the PSSTO, 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.

Employees have the right to request and use paid sick leave. Discrimination or retaliation against an employee for their exercise of any rights provided by the PSL or the PSSTO, including the use of paid sick leave, is prohibited. 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 Seattle Paid Sick Leave policy should contact their Dahl Consulting representative.

## **Tacoma Paid Sick Leave**

The Company provides eligible employees with paid sick leave pursuant to Washington's Paid Sick Leave Law ("PSLL"), as applicable, and Tacoma's Paid Sick Leave Ordinance ("PSLO"). The Company will comply with all applicable requirements of the law that is more favorable to employees.

### ***Eligibility***

All employees working in Tacoma more than 80 hours in any benefit year for the Company are eligible to receive paid sick leave under this policy. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later.

### ***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 PSLO, whichever is later.

Paid sick leave accrues at a rate of one hour for every 40 hours worked in Tacoma. 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 up to 40 hours of accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

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

### ***Using Paid Sick Leave***

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

Exempt employees must use paid sick leave in an initial increment of at least one (1) hour, to cover all or part of a workday. Non-exempt employees must use paid sick leave 1 hour increments to cover all or part of a workday.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

### ***Covered Reasons for Use***

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

- The employee's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A family member's: mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- A public official closes the employee's place of business for any health-related reason. (A health-related reason is a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. It does not include closures for inclement weather.)
- A public official closes the employee's child's school or place of care.
- Bereavement for the death of a family member.
- Absences due to domestic violence, sexual assault, or stalking of the employee or the employee's family member in order to:
  - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family member, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic violence, sexual assault, or stalking;
  - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking; or
  - Participate in safety planning, temporarily or permanently relocate or take other actions to increase the safety of the employee or the employee's family member from future domestic violence, sexual assault or stalking.

***Family Member.*** For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, child, parent (including the parent of a spouse or

domestic partner), sibling, grandchild, or grandparent. For paid sick leave related to an incident of domestic violence, sexual assault or stalking, a “family member” also includes an individual with whom the employee has a dating relationship.

### ***Notice Required***

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must provide at least 7 days advance notice to their Dahl Consulting representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Dahl Consulting representative as soon as possible before the start of their scheduled shift unless it is not practicable to do so. Employees may provide notice to their Dahl Consulting representative by phone, e-mail or text.

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

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

### ***Verification of Absence***

If an employee uses paid sick leave for more than three (3) consecutive workdays, the Company may require a doctor’s note or other verification of the employee’s need for the absence. Depending on the circumstances, verification may include a doctor’s note (for the employee’s own or family member’s health condition); 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.

In the event that the Company requires verification of an employee’s need for paid sick leave, the employee generally must return requested verification of the use of paid sick leave within a reasonable time period during or after the use, and not more than ten (10) calendar days after the first day of such use. Employees must return requested verification of the use of paid sick leave related to an incident of domestic violence, sexual assault or stalking in a timely manner after the Company requests the verification. If an employee fails to return requested verification within the timeline described in this paragraph and does not assert that obtaining the requested verification would result in an unreasonable burden or expense, paid sick leave may be denied or delayed.

In all cases, if an employee anticipates that complying with a request for verification will result in an unreasonable burden or expense on the employee, the employee may provide an oral or written explanation to the Company, which asserts that the use of paid sick leave was for an authorized purpose and explains why compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet

the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

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 PSL, as applicable, or the PSLO. 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 twelve (12) months of employment ending, the employee’s previously unused paid sick leave balance will be reinstated and made available for use in accordance with the PSL, as applicable, and the PSLO. However, if the period of time an employee separates from employment extends into the following benefit year, the Company will not reinstate more than 40 hours of previously unused paid sick leave.

### ***No Discrimination or Retaliation***

As long as the use of paid sick leave complies with the requirements of this policy and the PSL, as applicable, and the PSLO, 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.

Employees have the right to request and use paid sick leave. Discrimination or retaliation against an employee for their exercise of any rights provided by the PSL or the PSLO, including the use of paid sick leave, is prohibited. 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.

If an employee believes they have been subjected to a violation of the PSLO or that they have been retaliated against for exercising protected rights under the PSLO, they may file a written complaint with the City of Tacoma.

### ***Additional Information***

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

### **Family Military Leave**

Employees who work 20 or more hours per week and have a spouse (state-registered domestic partners) who is a member of the state military or the armed forces of the United States, National Guard or reserves may take family military leave if, during a period of military conflict, the employee's spouse is notified of an impending call or order to active duty or is deployed.

Eligible employees will be allowed up to 15 days of leave per deployment, to be taken after the employee's spouse has been notified of an impending call or order to active duty and before deployment or when the spouse is on leave from deployment. Employees may not use leave after the deployment has ended. Employees are not required to use leave on a day when they are not scheduled to work. In addition, employees may split their 15 day leave between different periods of time (pre-deployment or while the servicemember is on leave during deployment). The total number of days of leave, however, cannot exceed 15 days per deployment.

Employees must give the Company advance notice of the intent to take leave within five business days of receiving official notice of the impending call or order to active duty, or of the spouse's leave from deployment. Employees may use any available accrued paid leave or take the leave as unpaid time off. Employees will be allowed to continue available group health benefits at their own expense.

Upon return from leave, employees will be restored to their prior position.

Employees should contact their Dahl Consulting representative if they have any questions about this policy.

## **Military Leave**

### ***Uniformed Services***

In addition to the military leave rights set forth in the Employee Handbook, regular full- and part-time (i.e., nontemporary) Washington employees who are members of the uniformed services, including the United States armed forces, reserves, National Guard, commissioned corps of the Public Health Service, Coast Guard and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

- Active duty;
- Active and inactive duty for training;
- Initial active duty for training;
- Full-time National Guard duty; and
- Examination to determine fitness to perform any of these duties.

Employees must notify their Dahl Consulting representative of membership in the uniformed services within a reasonable time upon accepting employment or becoming a member of the uniformed services.

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

The Company will reemploy employees returning from military leave unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for the Company or the position the individual held before leaving to serve was temporary. Unless one of these exceptions applies, the Company will reinstate employees, provided that the:

- Leave does not exceed four years, unless a period of additional service is imposed by law;
- Employee provides proper notice of the intent to return to employment with the Company; and
- Employee provides a receipt of an honorable discharge, report of separation, certificate of satisfactory service or other proof of having satisfactorily completed service.



Employees must notify the Company of their intent to return to employment following military service in accordance with the following timing requirements:

- For individuals whose period of service was fewer than 31 days, not later than the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence and an additional eight-hour period;
- For individuals whose period of service was more than 30 but fewer than 181 days, not later than 14 days after completion of the period of service;
- For individuals whose period of service was for more than 180 days, not later than 90 days after the completion of the period of service; and
- For individuals hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, up to two years from the date of injury.

The Company may require documentation demonstrating that the employee has met advance notice requirements, has not exceeded the four-year leave limitation and has not been dishonorably discharged. However, the Company will not deny reemployment to an employee who fails to meet a documentation requirement if the failure occurs because such documentation does not exist or is not readily available at the time of the request. However, if documentation becomes available subsequent to reemployment that establishes that the requirements outlined above were not met, the Company may terminate employment and any benefits provided.

Unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so, employees returning from service will be reinstated to their prior position or a position of like seniority, status and pay, as long as they are still qualified to perform the duties of that position. If an employee is unable to perform the duties of his or her prior position due to a disability sustained during military service, but is qualified to perform the duties of another position, the Company will reinstate the employee to the other position with like seniority, status and pay (or the closest approximation) consistent with the employee's circumstances.

An employee who is returning from military leave with the United States armed forces will not be terminated without cause for one year following the date of reemployment.

### ***State Organized Militia***

Employees who are members of the state organized militia will be allowed a leave of absence of up to 12 weeks per calendar year when called to state-ordered active duty. When the Governor has declared a state of emergency necessitating a longer period of service, employees will be allowed up to 12 months of leave.

All employees who are members of the state organized militia and are called to active state service or inactive duty will be allowed to apply for job restoration, though reinstatement is only required for those whose military absence was under three months.

## **Pregnancy Disability Leave**

Employees will be given a leave of absence for periods of sickness or temporary disability due to pregnancy or childbirth. Leave will be allowed for the entire period of pregnancy or childbirth-related disability and will be provided under the same terms and conditions as leave for other temporary disabilities.

The Company may require that a licensed health care provider certify the actual period of disability.

Pregnancy leave is for the period of disability *only*, and not for childrearing after the disability ends. Leave provided under this policy will be in addition to leave available, if applicable, under the Washington Paid Family and Medical Leave Act.

Upon return, an employee who takes leave in accordance with this policy will be reinstated to the same or a similar position with equal pay, unless the Company is unable to reinstate the employee for reasons related to business necessity.

## **Family Care Leave**

In accordance with Washington's Family Care Act (WFCA), employees may use their choice of earned sick leave or other earned paid time off (e.g., vacation, PTO, personal days) to care for a child of the employee with a health condition that requires treatment or supervision or to care for a spouse, state-registered domestic partner, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition.

When using paid time off for these purposes, the employee must comply with those terms of the applicable leave policy that do not conflict with the WFCA.

For purposes of this policy, the following definitions apply:

- “Child”—a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in *loco parentis* who is: (1) under 18 years of age; or (2) 18 years of age or older and incapable of self-care because of a mental or physical disability;
- “Parent”—a biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a child;
- A “health condition that requires treatment or supervision” (for which an employee may use paid leave to care for his or her child)—any medical condition requiring treatment or medication that the child cannot self-administer, any medical or mental health condition that would endanger the child’s safety or

recovery without the presence of a parent or guardian, and any condition warranting treatment or preventive health care that a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

- A “serious health condition” (for which an employee may use paid leave to care for an adult family member)—an illness, injury, impairment or physical or mental condition that involves: (1) any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or (2) continuing treatment by or under the supervision of a health care provider or a provider of health care services and that includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).
- An “emergency condition” (for which an employee may use paid leave to care for an adult family member)—a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health, which demands immediate action and is typically very short term in nature.

The Company may require certification or verification from a health care provider.

The Company will not terminate, demote, discipline or otherwise retaliate or discriminate against an employee for requesting or taking time off in accordance with this policy.

For further information or to request leave under this policy, contact their Dahl Consulting representative.

## **Parental Leave**

Employees who are adoptive parents or stepparents at the time of birth or placement of a child under the age of six will be permitted to take parental leave under the same terms as leave provided to biological parents.

For further information or to request leave under this policy, contact their Dahl Consulting representative.

## **Civil Air Patrol Leave**

Employees who are members of the Washington wing of the Civil Air Patrol may take time off, without pay, to provide services as part of an emergency service operation. For purposes of this policy, an “emergency service operation” refers to:

- A search and rescue mission designated by the air force rescue coordination center;

- Disaster relief, when requested by the Federal Emergency Management Agency (FEMA) or the Department of Homeland Security (DHS);
- Humanitarian services, when requested by the FEMA or DHS;
- United States air force support designated by the first air force; and
- Counterdrug missions.

Employees may be asked to provide verification that leave was taken for a purpose allowed under this policy.

## **Emergency Responder Leave**

Employees who are volunteer firefighters or reserve officers will be allowed time off to respond to a fire alarm or an emergency. For purposes of this policy, a “volunteer firefighter” is a firefighter for purposes of the state's firefighters’ and reserve officers’ relief and retirement pensions law who voluntarily performs, regardless of reimbursement, any assigned or authorized duties on behalf of or at the direction of a firefighting or emergency response unit of a city, county, fire district, regional fire protection district, port district, or the state.

If an employee is at work when called to serve as a volunteer firefighter, they must notify the Company of their firefighter status and intent to serve as a volunteer in order to take leave. If the employee is not at work when called to serve, they will only be allowed leave if they have been ordered to remain at their position by the commanding authority at the fire scene.

Employees may be asked to provide verification that leave was taken for a purpose allowed under this policy.

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

## **Domestic Violence, Sexual Assault or Stalking Leave**

Employees who are the victim of domestic violence, sexual assault or stalking, or whose family member is the victim of domestic violence, sexual assault or stalking, may take reasonable leave from work to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking;
- Attend to health care treatment for a victim who is the employee's family member;

- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking; or
- Participate in safety planning, temporarily or permanently relocate or take other actions to increase the employee's safety or the safety of the employee's family members from future domestic violence, sexual assault or stalking.

For purposes of this policy, a “family member” includes a child (including a biological, adopted, foster, or stepchild, legal ward or child for whom the employee stands in loco parentis, or in the place of a parent), spouse (including state-registered domestic partners and same-sex spouses), parent, parent-in-law, grandparent or person with whom the employee has a dating relationship.

When possible, employees must give the Company notice of their intention to take leave for these purposes at least 7 days in advance. When advance notice is not possible because of emergency or unforeseen circumstances due to domestic violence, sexual assault or stalking, an employee or someone on the employee’s behalf must give notice no later than the end of the first day the employee takes leave.

The Company may require verification that the employee or family member is a victim of domestic violence, sexual assault or stalking and that the leave is being taken for one of the purposes described above. Verification may be provided by written statement confirming these facts or by other appropriate documentation, such as a police report or court order, and must be provided in a timely manner.

Employees will not be required to provide additional information beyond this required verification, or information that would compromise the safety of the employee or his or her family member. Except as otherwise required or permitted by law, the Company will maintain the confidentiality of all information employees provide regarding this leave, including the fact that the employee or a family member is a victim or that the employee has requested leave for these purposes.

When taking leave under this policy, an employee may choose to use any available paid leave, including paid time off, such as sick leave, vacation or PTO, as applicable. Otherwise, leave will be unpaid. Leave may be taken intermittently, on a reduced work schedule or in a single block of time, as the circumstances warrant. During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

The leave must be reasonable in duration, which will be determined by management and the affected employee, based upon the circumstances.

Upon return from leave under this policy, an employee will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

The Company will not terminate, threaten to terminate, demote or otherwise discriminate or retaliate against an employee because the employee requests or takes leave in accordance with this policy, files or expresses an intent to file a complaint alleging a violation of Washington's law on leave for domestic violence victims or participates or assists in another employee's attempt to exercise rights under that law. Employees may also be entitled to a reasonable accommodation under the Company's Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy and/or their Doherty Staffing Solutions, Inc. representative for additional information.

## **Jury Duty Leave**

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

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

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

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace and in any area that is within 25 feet of an enclosed work area. Employees wishing to smoke must do so outside of company facilities and at least 25 feet away from enclosed work areas during scheduled work breaks.

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 Washington 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 using a personal electronic device with either hand or both hands while driving is a violation of Washington law, in addition to being a violation of Company policy. However, employees are permitted under the law to use a personal electronic device while driving to contact emergency services.

Washington law also prohibits drivers of commercial motor vehicles from using a hand-held mobile telephone and/or texting while driving.