



WELCOME TO DAHL

Assignment Handbook | 2025

The information in this assignment handbook employment-related information, an outline of your responsibilities, and the policies and procedures to adhere to while you are on assignment through Doherty Consulting, Inc. dba Dahl Consulting (“DAHL” or also referred to as the “Company”). If you should have additional questions or concerns, please contact a DAHL Representative. We look forward to working with you!

ABOUT DAHL: Dahl Consulting (DAHL) is backed by over 40 years of employment expertise. As a leader in placing talented individuals into new career opportunities and providing adaptive staffing and workforce solutions for great companies, DAHL provides professional staffing services, payroll solutions, managed services programs, and a vendor management system. Our workforce solutions and programs ensure we provide the right people, the right process, and the right relationships, all at the right cost.

ABOUT THIS HANDBOOK: This Handbook is intended to familiarize you with DAHL’s policies, privileges, benefits and responsibilities of working for DAHL. Nothing in this Handbook is intended to: (1) violate any local, state, or federal law; (2) prohibit or restrict protected conduct or communications protected by the National Labor Relations Act; or (3) prohibit or restrict anyone from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the individual believes may violate any applicable law, regulation or ordinance.

DAHL reserves the right to modify, rescind or supplement this Handbook from time to time. In the event that any policy in this Handbook conflicts with a federal, state, or local law that provides for greater rights or protections to employees, DAHL shall honor the applicable federal, state, or local law.

AT-WILL EMPLOYMENT STATUS: Your employment with DAHL is at-will. This means that either you or DAHL may terminate the employment relationship at any time, with or without notice, and with or without cause. The policies, terms, and conditions set forth in this Handbook are not intended do and do not create an employment contract of any kind.

ABOUT YOUR WORK ASSIGNMENT THROUGH DAHL: DAHL temporary employees are assigned to work assignments at DAHL client company facilities based upon several factors including, but not limited to, each client company's business needs and each contract employee's specific work experience, education, qualifications, and work history. If you are offered and accept a work assignment through DAHL, the following general policies apply. In addition, the client company to which you are assigned may have additional worksite rules and policies which you will be required to adhere to as well as a condition of your work assignment and employment with DAHL.

- Be punctual, friendly, and courteous. Observe the client company's regulations regarding breaks, smoking, cell phone use and other procedures.
- Dress neatly and appropriately for the job. Your representative will tell you of any dress requirements of the client company at the time of the assignment.
- Any misconduct while on assignment, such as insubordination, theft, fighting, refusal to follow the directions of a supervisor, horseplay, or unexcused absence may lead to immediate termination of your assignment, as well as termination from DAHL.

Call DAHL as soon as you know when your assignment will be completed to discuss future availability for work. If you don't contact DAHL, the presumption will be that you are not available for work.

PROCEDURES:

- If you get lost, are going to be late, or for any reason are not able to report to your assignment, call DAHL as soon as you know. Please give DAHL as much notice as possible. Failure to notify us of absences or tardiness may affect your employment with DAHL on future assignments.
 - Unless client policy states otherwise, if you are a no-call, no-show for three consecutive business days, we will accept that as your voluntary resignation from your position.
- If you have any problem or concern while working at a company, never walk off or leave without first calling DAHL.
- Any questions or problems regarding your assignment can be addressed by calling your representative at DAHL.
- Notify DAHL immediately if you have a change of address, telephone number or tax exemptions.
- Notify DAHL if you are offered employment arising out of a DAHL assignment. All employment offers are subject to DAHL's agreement with the client company.

EQUAL EMPLOYMENT OPPORTUNITY: DAHL is an equal opportunity employer. It is both the policy and dedicated practice of DAHL, to prohibit discrimination, harassment, or retaliation against any applicant or employee because of race, color, religion, sex, sexual orientation (including transgender status, gender identity, or expression), national origin, genetic information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), physical or mental disability, age, veteran status, uniformed servicemember status, membership or activity in a local commission, marital status, familial status, status with regard to public assistance, or any other status protected under federal, state, or local laws. This policy applies to all terms, conditions, and privileges of employment.

DAHL's commitment to equal employment opportunity extends to providing reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability (as defined by the American with Disabilities Act of 1990, as amended), unless the accommodation may cause an undue hardship for DAHL or the client company. Any applicant or employee who may require an accommodation to perform the essential functions of their job must contact DAHL with the details of the situation and the requested accommodation.

DAHL is committed to providing our employees with work environments and assignments free from unlawful harassment. Unlawful harassment interferes with work performance, creates an intimidating, hostile or offensive work environment and will not be tolerated.

If you believe you have been subjected to any form of unlawful discrimination, harassment, or retaliation in the workplace or if you know another person in the workplace who has been the subject of, subjected to, or engaged in unlawful discrimination, harassment, or retaliation in workplace, please promptly notify your DAHL Representative or the DAHL HR department. DAHL takes all complaints/reports of unlawful harassment, discrimination, or retaliation seriously. DAHL will not retaliate against any employee for reporting such conduct in good faith. DAHL employees are expected to cooperate in any DAHL investigation into a complaint or report of unlawful harassment, discrimination or retaliation.

ABOUT YOUR BENEFITS: DAHL offers valuable benefits to which you may be entitled. Benefits may vary with your job assignment. DAHL provides you access to medical, dental, Health Savings Account (HSA), and 401(k) plans. Enrollment occurs after your first day on assignment. Details concerning benefits are available by calling DAHL directly at 651-772-9225 and asking your representative for further information.

TIMEKEEPING AND PAY: Your DAHL Representative will share with you the timekeeping process / procedures applicable to your work assignment through DAHL. Examples of timekeeping process may include a physical timecard, an electronic timeclock, use of a mobile phone app. Regardless of the method, you are required to accurately track all hours worked, secure your client supervisor's signature/approval (if required) approving hours worked each work week, and turn in your hours worked to DAHL no later than 12 noon each Monday for the prior workweek. The failure to timely submit hours worked may result in a paycheck delay. You are responsible for accurately and truthfully recording all hours worked. Off-the-clock work is not permitted. If you are asked to perform work off-the-clock at any time, please notify your DAHL Representative immediately. Falsifying or altering your own or someone else's time worked records is prohibited.

DAHL employees will be paid on a weekly basis and pay shall issue via direct deposit. If you believe a mistake was made with your pay, please contact DAHL immediately so that any necessary corrections may be made as quickly as reasonably possible.

Overtime hours may be required depending on your specific work assignment. Non-exempt employees will be paid overtime premium pay in compliance with applicable law. Only actual hours worked will apply in overtime calculations. Any paid or unpaid time off shall not be considered "hours worked" when calculating overtime in the subject workweek.

END OF WORK ASSIGNMENT: Please promptly contact DAHL when your work assignment ends to discuss future work assignment opportunities. If you do not contact DAHL, the presumption will be that you are not available for or interested in future work assignment opportunities through DAHL. Please contact DAHL weekly if you are available for work assignments to ensure that we remain aware of your continued interest in work assignment opportunities and consideration through DAHL.

FAMILY AND MEDICAL LEAVE ACT (FMLA): The FMLA entitles eligible employees to take unpaid and protected leave for specified family and medical reasons. For additional information about FMLA eligibility and employee rights, please refer to the *Rights & Responsibilities Under FMLA* document in the DAHL Orientation Document Library at <https://www.dahlconsulting.com/dahl-orientation-document-library/>. Please feel free to reach out to your DAHL Representative for additional information or to request a leave of absence form.

DRUG AND ALCOHOL IN THE WORKPLACE POLICY: DAHL employees are required to report to work in an unimpaired condition and ready to perform their jobs in a satisfactory and safe manner. The use of illegal or controlled substances while working is prohibited. In addition, DAHL prohibits the possession, sale, solicitation, or distribution of illegal or controlled substances, cannabis or alcohol during scheduled working time (including during meal or break periods) or on any DAHL or DAHL client company premises. Any violation may result in termination of your assignment as well as termination from DAHL. In order to enforce this policy, DAHL and our client companies reserve the right to: (1) conduct searches of company property; and (2) test any employee for any reason at any time, including pre-employment testing, reasonable suspicion of impairment testing, post-accident/post-injury testing, and random testing. Refusal to submit to a DAHL or client requested drug or alcohol test may result in immediate termination of your assignment and disqualification for future work assignment consideration through DAHL.

GENERAL SAFETY RULES: DAHL has established basic safety work rules. In addition to the safety rules listed below, there may be additional safety work rules established by the client company where you are assigned. You are expected to follow all the client company's verbal, written and posted safety rules and always use safe work practices. If you are unclear about any rules or if you have any questions about safety; ask your DAHL Representative or your client company supervisor at the worksite. The following are general safety rules:

- Reporting for work under the influence of alcohol or any drug that impairs judgment or performance, whether prescribed or not, is prohibited.
- Only perform the jobs you have been assigned and trained to do.
- Do not operate any machinery or drive any client company vehicles without specific permission from DAHL.
- Keep your work area clean and neat.

While DAHL and our client companies make every effort to provide a safe workplace, occasionally injuries do happen. If you are injured at work report it to your supervisor immediately and get first aid as soon as possible. If treatment other than on-site first aid is required, report your injury to your supervisor on the job site, and have the supervisor report it to DAHL right away. In the event of a workplace injury:

- In most cases DAHL can work with you to provide transitional duty so you can continue to work. Get a note from your doctor with the doctor's name, address, your diagnosis, and any work restrictions. Bring the doctor note to your DAHL supervisor right away or bring the note to the client company and have them email it to DAHL's Safety department at: Safety@dahlconsulting.com.
- We value your contributions and will make every effort to accommodate medical work restrictions if you are injured at work. Our transitional duty program is designed to assist injured employees to return to work as soon as they are medically able.

NOTE: Submitting a false workers' compensation claim or collecting workers' compensation benefits to which a person is not entitled is fraud. DAHL is committed to providing the best quality care to our employees who have work-related injuries, and to helping employees return to work as soon as they are medically able to do so. We are equally committed to preventing and stopping workers' compensation fraud.

WORKPLACE CONDUCT: Employees are required to conduct themselves in a safe, professional, respectful, and appropriate manner. DAHL prohibits any verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of that person's sex, race, color, religion, national origin, genetic information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), marital status, sexual orientation (including transgender status, gender identity, or expression), age, familial status, mental or physical disability, veteran status, uniformed servicemember status, status with regard to public assistance, membership on a local human rights commission or any other protected status or any other status protected by federal, state or local laws"), if the conduct: (1) has the purpose or effect of unreasonably interfering with the person's work performance; or (2) adversely affects that person's employment opportunities; or (3) creates an intimidating, offensive or hostile work environment.

DAHL prohibits violence or threats of violence in the workplace and further prohibits any conduct which threatens security, personal safety, employee welfare, or business operations.

The following is a non-exclusive list of examples of unacceptable conduct in the workplace. Please note that these are not the only examples.

- Violation of any DAHL or client company policy or workplace rule.
- Unsatisfactory performance.
- Unreliable attendance outside of attendance reasons that may be protected by federal, state, and local laws.
- Use of inappropriate language in the workplace, including profanity, epithets, slurs, obscene, abusive, or insulting language, unwelcome name-calling, and inappropriate attempts at humor.
- Intimidating, hostile, rude, unprofessional, or inappropriate conduct or acts.
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted, circulated, or shared on DAHL or a client company's property.
- Sexual harassment, which includes unwelcome sexual advances or flirtations requests for sexual favors, objectionable physical proximity or contact, unnecessary touching of an individual, sexually explicit, or offensive jokes or remarks, display of sexually suggestive pictures, or other

sexually oriented speech or conduct which unreasonably interferes with an individual's work or creates a hostile or intimidating work environment.

- Theft or deliberate/reckless damage or destruction to any DAHL or client company property.
- Theft of any DAHL or client company property.
- Acts of violence or coercion, making threats of violence toward anyone, intimidation, fighting, or provocation of the same during working hours or while on DAHL or client company property.

CONFIDENTIALITY: During a work assignment through DAHL, you may have access to or become aware of confidential information belonging either to DAHL or to the client company to which you are assigned. It is your responsibility to safeguard and not disclose non-public sensitive information obtained, accessed, or learned of during your work assignment. Sensitive and confidential information includes trade secrets or confidential information related to products, work processes, know-how, customer lists, employee lists, vendor lists, designs, drawings, formulas, test data, marketing data, usernames and passwords, accounting data/plans/strategies, pricing data/plans/strategies, business data/plans/strategies, contracts, inventions and discoveries, research and development, account numbers, and financial or banking information. You are required to maintain the confidentiality of and not disclose or discuss any non-public personally identifiable information, including but not limited to, social security numbers, national identification numbers, driver license numbers, credit card/debit card numbers, medical information, date and places of birth, genetic or biometric information.

POLICY PROHIBITING FIREARMS IN THE WORKPLACE: DAHL prohibits employees from carrying, possessing, or using a firearm while on DAHL property or client company premises. It is also a violation of this policy for an employee to carry, possess or use a firearm or other weapon while acting in the course and scope of employment.

This policy applies to all employees, including those employees with a lawful permit to carry a firearm. The only exception to this policy is in jurisdictions in which applicable law permits the possession of a secured firearm in an employee's locked motor vehicle while parked in an employer's parking lot.

An employee who suspects that an individual is violating this policy should immediately report their suspicion directly to the DAHL Representative or their supervisor at the client company worksite. In case of immediate threat, employees are encouraged to call 9-1-1 for emergency services. An employee should not directly confront anyone suspected of violating this policy.

ADDRESS CHANGE POLICY: The employee is responsible for notifying their DAHL Representative of an address change in writing to ensure they receive important work-related information, such as paychecks and tax documents. Employees should notify their employer two weeks before they move.

Your DAHL Representative will update the employee's address in all relevant records.

For remote employees, an address change may affect benefits and other employment-related state or local laws and ordinances. Remote employees considering relocating to another state must have pre-approval from the Company and the client before relocation.

Failure to notify your DAHL Representative of an address change in a timely manner may result in delays or issues with important communication and benefits. Relocating to a different state without prior approval may result in disciplinary action, up to and including the end of the contract. You will be responsible for any and all adverse actions related to an unapproved address change to the extent allowable by law.

STATE-SPECIFIC HANDBOOK ADDENDUMS: State-specific policies and information are available in the DAHL Orientation Document Library at <https://www.dahlconsulting.com/dahl-orientation-document-library/>.

VIOLATIONS: Any violations of the policies set forth in this Handbook shall be subject to disciplinary action up to and including termination.

EMPLOYMENT VERIFICATION: The Work Number from Equifax is a fast and secure way to provide proof of your employment or income— a necessary step in many of today’s life events including obtaining credit, financing a home or automobile, obtaining a housing lease, or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

- The verifier should go to www.theworknumber.com.
- Provide the verifier with the Dahl Consulting Employer Code: 19449.

If you have any questions, concerns, or feedback with regards to this Handbook, please contact your DAHL Representative.