



PARTNERS
PERSONNEL

PARTNERS PERSONNEL ASSOCIATE

EMPLOYEE HANDBOOK

2024

Table of Contents

Mission Statement	14
Values.....	14
Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation	14
Sexual Harassment Policy	23
Arbitration.....	30
Immigration Law Compliance	30
Employment of Relatives	31
Code of Conduct	32
Conflict of Interest	37
Whistleblower Protection.....	38
Workweek and Work Schedules	40
Workplace Violence	40
Outside Employment	40
Remote Working Policy.....	41
Home Office Expense Reimbursement Policy	44
Drug and Alcohol Abuse.....	46
Marijuana Policy	47
Punctuality and Attendance	48
Key or Access Card Policy.....	48
Cell Phone Policy.....	48
https://www.nlr.gov/about-nlr/b/rights-we-protect/your-rights/employee-rights Under Section 7 of the NLRA. Health and Safety.....	50
Off-Duty Use of Facilities	52
Solicitation and Distribution of Literature	52
Dress Code	52
Pets in the Workplace.....	52
Employee Dating Policy.....	53
Confidentiality and Trade Secrets.....	54
Protected Activity	55
At-Will Employment.....	56

Employee Classification Policy	56
Americans with Disabilities Act and Accommodations Policy	57
Religious Accommodations Policy	59
Meal and Rest Breaks.....	61
Alabama Meal and Rest Breaks.....	62
California Meal and Rest Breaks	62
California Suitable Seating Policy	63
Colorado Meal and Rest Breaks	63
Connecticut Meal and Rest Breaks	63
Delaware Meal and Rest Breaks.....	64
Florida Meal and Rest Breaks.....	64
Illinois Meal and Rest Breaks	64
Indiana Meal and Rest Breaks.....	64
Iowa Meal and Rest Breaks	65
Louisiana Meal and Rest Breaks.....	65
Maryland Meal and Rest Breaks	65
Michigan Meal and Rest Breaks	65
Nebraska Meal and Rest Breaks.....	65
Nevada Meal and Rest Breaks.....	65
New Jersey Meal and Rest Breaks.....	66
New York Meal and Rest Breaks.....	66
North Carolina Meal and Rest Breaks	66
Pennsylvania Meal and Rest Breaks	67
Tennessee Meal and Rest Breaks	67
Utah Meal and Rest Breaks	67
Virginia Meal and Rest Breaks.....	67
Washington Meal and Rest Breaks	67
Wisconsin Meal and Rest Periods	68
Lactation Accommodation	68
Employee References	70
Employee Gift Policy	70
Employee Benefits	70

Timekeeping Requirements for Non-Exempt Employees	72
Overtime	73
Salary Pay for Exempt Employees.....	73
Payroll Deductions	73
Payment of Wages	74
Direct Deposit	74
Social Security	74
Business Expense Reimbursement Policy	75
Internal Pay Transparency Policy.....	75
Personnel Files	76
Exit Interviews.....	77
Termination of Employment.....	78
Artificial Intelligence in the Workplace.....	79
Leave of Absence	81
Arizona Paid Sick Leave	83
California Paid Sick Leave	85
Berkeley, California Paid Sick Leave	87
Emeryville, California Paid Sick Leave	88
Los Angeles, California Paid Sick Leave	90
Oakland, California Paid Sick Leave.....	91
San Diego, California Paid Sick Leave	93
San Francisco, California Paid Sick Leave	94
San Francisco, California Public Health Emergency Leave	96
Santa Monica, California Paid Sick Leave	98
Colorado Paid Sick Leave.....	99
Colorado Supplemental Paid Sick Leave during a Public Health Emergency	101
Connecticut Paid Sick Leave	103
Illinois Paid Leave	104
Chicago, Illinois Paid Leave and Paid Sick and Safe Leave.....	105
Cook County, Illinois Paid Sick Leave.....	107
Maryland Sick Leave.....	108
Montgomery County, Maryland Paid Sick Leave	109

Michigan Paid Sick Leave	110
Nevada Paid Leave	112
New Jersey Paid Sick Leave	113
New Mexico Paid Sick Leave	115
New York Paid Sick Leave	116
New York City Sick and Safe Time	118
Philadelphia, Pennsylvania Paid Sick Leave	119
Pittsburgh, Pennsylvania Paid Sick Leave	121
Washington Paid Sick Leave	123
Seattle, Washington Paid Sick Leave	124
Tacoma, Washington Paid Sick Leave	126
Workers' Compensation	128
Family and Medical Leave	128
Federal Family and Medical Leave Act (FMLA)	128
California Family and Medical Leave	133
Colorado Family and Medical Leave	135
Connecticut Paid Family and Medical Leave	136
Louisiana Medical Screening Leave	137
Maryland Family and Medical Leave	137
New Jersey Family and Medical Leave	139
New York Family and Medical Leave	140
New York Paid Family Leave	141
Washington Paid Family & Medical Leave	142
Wisconsin Family and Medical Leave	143
Parental Leave	145
California Pregnancy Leave	146
San Francisco, California Paid Parental Leave	148
Connecticut Pregnancy Leave	148
Illinois Pregnancy, Childbirth, and Childrearing Leave	148
Iowa Pregnancy Leave	149
Kansas Pregnancy Leave	149
Louisiana Pregnancy Leave	149

Maryland Parental Leave	149
New Jersey Pregnancy Leave	150
New York Paid Family Leave.....	150
Tennessee Pregnancy Leave.....	152
Washington Pregnancy Disability Leave	152
Bereavement Leave	153
California Bereavement Leave	153
Colorado Bereavement Leave	154
Illinois Bereavement Leave	154
Maryland Bereavement Leave	155
Organ, Bone Marrow, and Blood Donor Leave.....	155
Arkansas Organ and Bone Marrow Donor Leave	156
California Organ and Bone Marrow Donor Leave	156
Illinois Blood and Organ Donation Leave	156
Louisiana Bone Marrow Donor Leave	156
Maryland Organ & Bone Marrow Donation Leave	157
New Jersey Organ and Bone Marrow Policy	157
New York Organ and Bone Marrow Donation Leave	157
Pennsylvania Organ and Bone Marrow Donation Leave.....	157
South Carolina Bone Marrow Leave	158
Virginia Organ & Bone Marrow Donation Leave.....	158
Wisconsin Bone Marrow and Organ Donation Leave	158
Domestic Violence Leave	159
California Domestic Violence, Sexual Assault, and Stalking Leave	161
Colorado Domestic Violence, Sexual Assault, and Stalking Victim Protection Leave	161
Connecticut Family Violence Leave.....	162
Delaware Domestic Violence, Sexual Assault, and Stalking Leave.....	163
Florida Domestic Violence Leave	164
Illinois Domestic Violence and Crime Victim Leave	165
Kansas Domestic Violence Leave	166
Maryland Domestic Violence Leave	167
Michigan Domestic Violence Leave	167

Missouri Domestic or Sexual Violence Leave	168
Nevada Domestic Violence Leave	169
New Jersey Domestic Violence and Sexual Assault Leave	171
New Mexico Domestic Abuse Leave	172
New York Domestic Violence Reasonable Accommodations	173
Westchester County New York Paid Safe Time Leave for Victims of Domestic Violence or Human Trafficking	174
North Carolina Domestic Violence Leave.....	175
Philadelphia Domestic Violence, Sexual Assault, and Stalking Leave	175
Washington Domestic Violence Leave	177
Crime Victim Leave	179
Alabama Crime Victim Leave	179
Arizona Crime Victim Leave	180
Arkansas Crime Victim Leave	180
California Crime Victim Leave	181
Connecticut Crime Victim Leave	181
Delaware Crime Victim Leave	182
Kansas Crime Victims Leave	183
Maryland Court Proceedings Leave	183
Michigan Crime Victim Leave.....	184
Missouri Crime Victim Leave.....	184
Nebraska Crime Victim Leave	185
New York Crime Victim Leave	185
Pennsylvania Crime Victim Leave.....	185
Texas Crime Victim Leave	186
Virginia Crime Victim Leave	186
Wyoming Crime Victim Leave	187
Military Service Leave	187
Jury Duty Leave.....	192
Alabama Jury Duty Leave	192
Arizona Jury Duty Leave	193
Arkansas Jury Duty Leave.....	193

California Jury Duty Leave.....	194
Colorado Jury Duty Leave.....	194
Connecticut Jury Duty Leave.....	195
Delaware Jury Duty Leave.....	195
Florida Jury Duty Leave.....	195
Georgia Jury Duty Leave.....	196
Idaho Jury Duty Leave.....	196
Illinois Jury Duty Leave.....	196
Indiana Jury Duty Leave.....	197
Iowa Jury Duty Leave.....	197
Kansas Jury Duty Leave.....	198
Louisiana Jury Duty Leave.....	198
Maryland Jury Duty Leave.....	198
Michigan Jury Duty Leave.....	199
Mississippi Jury Duty Leave.....	199
Missouri Jury Duty Leave.....	200
Nebraska Jury Duty Leave.....	200
Nevada Jury Duty Leave.....	201
New Jersey Jury Duty Leave.....	201
New Mexico Jury Duty Leave.....	202
New York Jury Duty Leave.....	202
North Carolina Jury Duty Leave.....	202
Pennsylvania Jury Duty Leave.....	203
South Carolina Jury Duty Leave.....	203
Tennessee Jury Duty Leave.....	203
Texas Jury Duty Leave.....	204
Utah Jury Duty Leave.....	205
Virginia Jury Duty Leave.....	205
Washington Jury Duty Leave.....	206
Wisconsin Jury Duty Leave.....	206
Wyoming Jury Duty Leave.....	206
Voting and Election Official Leave.....	207

Alabama Voting Leave.....	207
Alabama Election Official Leave	207
Arizona Voting Leave.....	208
Arkansas Voting Leave.....	208
California Voting Leave.....	208
Colorado Voting Leave	208
Connecticut Voting Leave.....	208
Delaware Voting Leave.....	209
Delaware Election Officer Leave	209
Florida Voting Policy.....	209
Georgia Voting Leave	209
Illinois Voting Leave.....	209
Illinois Election Judge Leave	210
Iowa Voting Leave	210
Kansas Voting Leave	210
Maryland Voting Leave	210
Missouri Voting Leave	211
Nebraska Voting Leave.....	211
Nebraska Election Worker Leave	211
Nevada Voting Leave.....	211
New Mexico Voting Leave	212
New York Voting Leave.....	212
Tennessee Voting Leave	212
Texas Voting Leave	212
Utah Voting Leave	213
Virginia Election Officer Leave	213
Washington Voting Leave.....	213
Wisconsin Voting Leave.....	213
Wisconsin Election Official Leave.....	214
Wyoming Voting Leave.....	214
Witness Duty Leave.....	214
California Witness Duty Leave	214

Colorado Witness Duty Leave	215
Connecticut Witness Duty Leave	215
Florida Witness Duty Leave.....	215
Georgia Witness Duty Leave	216
Illinois Witness Duty Leave	216
Indiana Witness Duty Leave.....	217
Iowa Witness Duty Leave	217
Maryland Witness Duty Leave	217
Missouri Witness Duty Leave.....	218
Nebraska Witness Duty Leave.....	218
Nevada Witness Duty Leave.....	218
New Jersey Witness Duty Leave.....	218
North Carolina Parent Compliance with Juvenile Court Orders Leave	219
Pennsylvania Witness Duty Leave.....	219
South Carolina Witness Duty Leave	220
Texas Witness Duty and Court Appearance Leave	220
Utah Witness Duty and Subpoena Leave.....	220
Virginia Witness Duty and Court Attendance Leave	221
Washington Witness Duty Leave	221
Wisconsin Witness Duty Leave	221
Wyoming Witness Duty Leave	222
Volunteer Civil Service and Emergency Responder Leave.....	222
Alabama Volunteer Firefighter and Emergency Medical Service Leave	223
Arkansas Public Service Leave.....	223
California Volunteer Civil Service/Emergency Responder and Civil Air Patrol Leave	223
Colorado Civil Air Patrol Mission Leave and Volunteer Service in a Disaster Leave	224
Connecticut Volunteer Firefighter and Ambulance Service Members Leave	225
Delaware Volunteer Emergency Responders Leave	225
Florida Civil Air Patrol Leave.....	226
Illinois Civil Air Patrol Leave	227
Illinois Volunteer Emergency Worker Leave	227
Indiana Volunteer Emergency Responder Leave	228

Iowa Volunteer Emergency Service Provider and Civil Service Leave	228
Iowa Elected Official Leave	228
Louisiana Volunteer First Responder Leave	229
Maryland Civil Air Patrol Leave and Emergency Response Leave.....	229
Maryland Emergency Response Leave.....	230
Michigan Civil Air Patrol Leave	230
Missouri Volunteer Emergency Responder and Air Patrol Leave	230
Nebraska Volunteer Emergency Responders Leave.....	231
Nevada Emergency Worker Leave	232
New Jersey Emergency Responders Leave	232
New York Volunteer Emergency Responders Leave.....	233
North Carolina Disaster Response Leave	233
Pennsylvania Volunteer Emergency Response Leave	234
Tennessee Volunteer Firefighter Leave	234
Washington Volunteer Firefighter and Civil Air Patrol Leave.....	235
Wisconsin Volunteer Firefighter, Emergency Medical Services Practitioner, Emergency Medical Responder, or Ambulance Driver Leave	235
Wisconsin Civil Air Patrol Leave	236
School Activities Leave.....	236
California School Activities Leave.....	237
California School Appearance Leave	238
California Adult Illiteracy Leave.....	238
Illinois School Visitation Leave	238
Louisiana School and Day Care Conference and Activities Leave	239
Nevada School Visitation Leave	239
North Carolina Leave for Involvement in School	240
Handbook Acknowledgment and Agreement	241
New York Handbook Acknowledgment and Agreement.....	243
Washington Acknowledgment and Agreement - Policy Prohibiting Discrimination, Harassment, And Retaliation	245
Washington Acknowledgment and Agreement - Alcohol and Drug Abuse Policy	246
Washington Acknowledgment and Agreement.....	247

Colorado Overtime and Minimum Pay Standards Order and Acknowledgment	248
Addenda A.....	249

INTRODUCTION

This Employee Handbook was created to be a resource for our employees. We have tried to write it so that it is easy to understand and organize it so that employees can quickly find what they are looking for. **THIS HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT**, but employees should read and understand it. It replaces any prior handbooks and inconsistent policies or statements. In the future, we may need to revise this handbook, and we will strive to make our employees aware of changes. This handbook should be read and interpreted to be consistent with applicable laws. Partners Personnel is referred to as the “Organization” throughout the handbook.

We have divided the handbook into four sections: Our Commitments, Our Expectations, Our Relationship, and Time Off. “Our Commitments” outlines the principles our organization is committed to. “Our Expectations” explains the expectations we have for our employees. “Our Relationship” describes our relationship with our employees. “Time Off” explains when employees can take time off work.

By signing below, I acknowledge that this handbook **does not** create an implied or express employee contract (South Carolina employees only):

Signature

Date

OUR COMMITMENTS

This section outlines our principles.

MISSION STATEMENT

To help people and organizations improve.

VALUES

- It is My Privilege - Passion & Service
- I am a Partner - Empowered, Ownership, Accountability & Combined Strength
- Plus 1 - Innovation & Continuous Improvement
- All Customers - Associates, Colleagues and Clients
- Integrity - Do What's Right-Even When It is Hard.

EQUAL EMPLOYMENT OPPORTUNITY AND POLICY AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION

Partners Personnel is an equal opportunity employer and makes employment decisions based on current need and merit. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is a core value here. Partners Personnel does not discriminate against or tolerate harassment by anyone on the basis of the following Protected Characteristics:

- Federally: race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), military status, disability, and genetic information (including family medical history)
- In Alabama: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, military status, and claimants of workers' compensation benefits
- In Arizona: race, color, religion, sex (including pregnancy and sexual orientation and gender identity), sexual orientation, gender identity, age (40 and over), disability, national origin, military status, and genetic test results
- In Arkansas: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related conditions, or the presence of any sensory, mental, or physical disability, military status, and genetic information

- In California: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion (including religious creed, dress, and grooming practices), citizenship, marital status, age (40 and older), national origin, ancestry, mental or physical disability (including HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), reproductive health decision-making, U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, and pregnancy (including childbirth, breastfeeding, or related medical condition). In San Francisco, Protected Characteristics also includes height, weight, and place of birth
- In Colorado: disability, race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), creed, color, sex (including pregnancy, physical recovery from childbirth, and related medical conditions), sexual orientation (including transgender status), gender identity, marital status, religion, age (40 years or older), national origin, genetic information, military status, and ancestry
- In Connecticut: age, ancestry, color, gender identity or expression, genetic information, learning or intellectual disability, marital or civil union status, national origin, physical disability (including blindness), pregnancy, present or past history of mental disability, race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), religious creed, sex, sexual orientation, military status, and status as a veteran
- In Delaware: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), marital status, genetic information, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, volunteer emergency responder status, status as a victim of domestic violence, sexual offenses, or stalking, reproductive health decisions, genetic information, military status, and family responsibilities
- In Florida: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, handicap, military status, and marital status
- In Georgia: race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, military status, and genetic information (including family medical history)
- In Idaho: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, and disability
- In Illinois: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color,

religion, national origin, ancestry, age (age 40 or older), sex, marital status, pregnancy, protective order status, physical or mental disability, military status, unfavorable discharge from military service, sexual orientation (including gender-related identity), citizenship status, work authorization status or term, arrest record, expunged or sealed convictions, and genetic information. In the city of Chicago, this list also includes credit history and source of income

- In Indiana: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, citizenship status, and military status
- In Iowa: age, color, creed, disability, including HIV-positive status, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, military status, and genetic testing
- In Kansas: race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, age, disability, genetic information, military status, victims of domestic violence, and victims of sexual assault
- In Louisiana: age, disability, sex, sexual orientation, gender identity, genetic information, race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, national origin, religion, pregnancy and related medical conditions, childbirth and related medical conditions, sickle cell trait, genetic testing, military status, and veterans' status
- In Maryland: race, certain traits associated with race (including hair texture and certain hairstyles), color, religion, sex, age, ancestry or national origin, marital status, sexual orientation, gender identity, military status, genetic information, pregnancy, disability that does not reasonably preclude performance of employment, and refusal to submit to or make available the results of a genetic test
- In Michigan: religion, race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, height, weight, familial or marital status, military status, pregnancy, and childbirth or related medical condition
- In Mississippi: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, handicap, current or previous military service, tobacco usage during non-working hours, and nursing mothers
- In Missouri: race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, ancestry, age, disability, AIDS/HIV status, lawful use of tobacco or alcohol, military status, and genetic testing

- In Nebraska: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, disability, marital status, national origin, military status, having or suspected of having HIV or AIDS, and genetic testing
- In Nevada: race, including traits typically associated with race including hair texture and hairstyle, color, religion, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity or expression, age (40 or over), disability, genetic information, and national origin
- In New Jersey: age, ancestry, atypical hereditary cellular or blood trait (including sickle cell trait, Tay-Sachs trait, or cystic fibrosis), color, creed, disability or handicap, gender identity or expression, genetic information, military status, marital status, civil union status, domestic partnership status, national origin, nationality, pregnancy, race (including traits historically associated with race like hair texture, hair type, and protective hairstyles), service in the U.S. armed forces, sex, and sexual or affectional orientation
- In New Mexico: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), age, religion, color, national origin, ancestry, sex (including pregnancy, childbirth, or a related medical condition), physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation, gender identity, military status, and genetic information
- In New York: age (18 and older), color, creed, disability, familial status, marital status, military status, citizenship status, immigration status, national origin (including ancestry), predisposing genetic characteristic, race (including traits historically associated with race, like hair texture and protective hairstyles such as braids, locks, and twists), sex, pregnancy-related conditions, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), gender identity or expression, arrest or conviction record, reproductive health decision-making, and genetic information. In New York City, this list also includes height and weight
- In North Carolina: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability
- In Pennsylvania: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race); color; familial status; religious creed (including religious observance, practice and belief); ancestry, age (40 and older); sex (including pregnancy, childbirth, and related medical conditions, breastfeeding, sex assigned at birth, affectional or sexual orientation, gender identity, gender expression, gender transition or transgender identity, and differences of sex development, variation of sex characteristics, or other intersex characteristics); national origin; non-job related

handicap or disability; use of a guide or support animal (because of blindness, deafness, physical handicap, or because the user is a handler or trainer of support or guide animals); and genetic information

- In South Carolina: race, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, genetic information, religion, national origin, color, disability, military status, and age (40 or older)
- In Tennessee: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability (physical, mental, or visual), military status, and volunteer rescue squad worker status
- In Texas: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, disability, religion, national origin, age (40 and older), sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, genetic information, and military service
- In Utah: race, color, sex, pregnancy, childbirth, pregnancy-related conditions, age (40 and older), religion, national origin, disability, genetic information, sexual orientation (actual or perceived), military status, and gender identity. Vaccination or immunity status will not be used in employment decisions except as permitted by law.
- In Virginia: race, hair (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, and lactation), sexual orientation, gender identity, age (40 and older), marital status, disability, military status, and genetic information
- In Washington: race (including hair texture and protected hairstyles), creed, national origin, age, color, sex (including pregnancy), citizenship or immigration status, honorably discharged veteran or military status, sexual orientation (including heterosexuality, homosexuality, bisexuality, and gender expression or identity), gender identity, marital status, disability (sensory, mental, or physical), use of a trained guide dog or service animal by person with a disability, and genetic information. In Seattle, the list also includes caste.
- In Wisconsin: race, creed, color, sex, sexual orientation, gender identity, marital status, arrest and conviction record, results of honesty testing, military service, results of genetic testing, pregnancy, childbirth, pregnancy-related conditions, age (40 or older), religion, ancestry, national origin, disability, use or nonuse of lawful products off the employer's premises during non-working hours, and declining to attend a meeting or to participate in any communication about religious or political matters.

- In Wyoming: race, color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability

Partners Personnel also prohibits discrimination and harassment based on the perception that an employee falls within one of the categories of Protected Characteristics, or based on the employee's association with a person who falls within, or is perceived to fall within, one of the categories of Protected Characteristics. These prohibitions apply in the workplace, on business trips, during business meetings, at business-related social events, and at any other location where a Partners Personnel-sponsored event takes place.

Harassment

Harassment is prohibited and can be unlawful. Harassment may take many forms, including: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, gossiping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material in the workplace that denigrates or shows hostility toward an individual because of a protected characteristic

Retaliation

Retaliation taken against any person for reporting incidents, making a complaint, or participating in an investigation of harassment or discrimination, or perceived harassment or discrimination, is prohibited.

Complaint and Investigation of Discrimination, Harassment, and/or Retaliation

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind, they must immediately report the conduct to their supervisor, Corporate Human Resources, or both. If employees do not feel comfortable discussing the matter with their supervisor, employees should bring the matter to the attention of Corporate Human Resources, their second-tier supervisor, or other superior they trust. Employees should bring the matter to the attention of Partners Personnel promptly so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Corporate Human Resources or a sufficiently empowered Partners Personnel employee or officer as soon as possible so Partners Personnel can attempt to resolve the claims internally.

Individuals are encouraged to complete the COMPLAINT REPORT FORM – DISCRIMINATION OR HARASSMENT attached to this handbook when submitting a complaint. You may submit your

complaint to your branch or directly to Corporate Human Resources Department - [HR Support <aa744de5@hd.plumsail.com>](mailto:aa744de5@hd.plumsail.com) or HR@espererholdings.com.

All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked. Partners Personnel will keep confidential all information disclosed during the investigation, except as necessary to conduct the investigation, take any remedial action, or follow the law. All employees and supervisors must cooperate in investigating alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation can result in termination of employment. If Partners Personnel determines a violation of this policy has occurred, it will take effective remedial action and steps to prevent any further violations.

Additional Enforcement Information

In addition to the Organization's internal complaint procedure, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and the state agencies listed below investigate and prosecute complaints of harassment, discrimination, and retaliation.

- Information about the EEOC's complaint procedure can be found at www.eeoc.gov or by calling 1-800-669-4000 (English) or 1-800-669-6820 (TTY).
- Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Alabama can be found at <https://www.eeoc.gov/how-file-charge-employment-discrimination> or by calling (800) 669-4000 or (800) 669-6820 (TTY).
- Information about the Arizona State Attorney General's Civil Rights Division can be found at www.azag.gov/civil-rights/discrimination/employment or by calling 602-542-5025.
- Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Arkansas can be found at <https://www.eeoc.gov/how-file-charge-employment-discrimination>. or by calling (800) 669-4000 or (800) 669-6820 (TTY).
- Information about the California Department of Fair Employment and Housing can be found at www.dfeh.ca.gov or by calling 1-800-884-1684 or 1-800-700-2320 (TTY). California's Sexual Harassment Prevention Training can be found at <https://calcivilrights.ca.gov/shpt/>.
- Information about the Colorado Civil Rights Division can be found at www.colorado.gov/pacific/dora/civil-rights or by calling 303-894-2997 or 711 (TTY).
- Information about the Connecticut Commission on Human Rights and Opportunity can be found at www.ct.gov/chro or by calling 860-541-3400 or 860-566-7710 (TTY).

- Information about the Delaware Division of Human Relations can be found at <https://statehumanrelations.delaware.gov/> or by calling 877-544-8626.
- Information about the Florida Commission on Human Relations can be found at <https://fchr.myflorida.com/file-a-complaint-page> or by calling (850) 488-7082 or 711 (TTY).
- Information about the Georgia Commission on Equal Opportunity can be found at <https://gceo.georgia.gov/equal-employment-division> or by calling 404-656-1736.
- Information about the Idaho Human Rights Commission can be found at <https://humanrights.idaho.gov/> or by calling (208) 334-2873 or (888) 249-7025 or emailing inquiry@ihrc.idaho.gov.
- Information about the Illinois Department of Human Rights can be found at <https://dhr.illinois.gov/> or by calling 312-814-6200 or 866-740-3953 (TTY).
- Information about the Indiana Civil Rights Commission can be found at <https://www.in.gov/icrc/> or by calling (800) 628-2909 or (800) 457-8283 or texting (855) 463-5292.
- Information about the Iowa Civil Rights Commission can be found at <https://icrc.iowa.gov/> or by calling 515-281-4121 or 1-800-457-4416.
- Information about the Kansas Human Rights Commission can be found at <http://www.khrc.net/> or by calling 785-296-3206.
- Information about the Louisiana Commission on Human Rights can be found at <https://gov.louisiana.gov/page/lchr> or by calling (225) 342-6969 or (888) 248-0859 (TDD).
- Information about the Maryland Commission on Human Relations can be found at <https://mccr.maryland.gov/Pages/Employment-Discrimination.aspx> or by calling 410-767-8600.
- Information about the Office of Michigan Department of Civil Rights can be found at <https://www.michigan.gov/mdcr> or by calling 800-482-3604.
- Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Mississippi can be found at <https://www.eeoc.gov/how-file-charge-employment-discrimination> or by calling (601) 965-4537 or (601) 965-4915 (TTY).
- Information about the Missouri Commission on Human Rights can be found at https://labor.mo.gov/mohumanrights/File_Complaint or by calling 573-751-3325, 1-877-781-4236, or 711 (TTY), or emailing mchr@labor.mo.gov.

- Information about the Nebraska Equal Opportunity Commission can be found at <https://neoc.nebraska.gov/index.html> or by calling (402) 471-2024 or (800) 642-6112.
- Information about the Nevada Equal Rights Commission can be found at https://detr.nv.gov/Page/Equal_Rights_Commission or by calling 800-326-6868 or 775-687-5353 (TTY).
- Information about the New Jersey Department of Law and Safety Division on Civil Rights can be found at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/> or by calling 973-648-2700.
- Information about the New Mexico Human Rights Bureau can be found at <https://www.dws.state.nm.us/Human-Rights-Information> or by calling 1-800-566-9471 or 505-827-6838 or emailing Human.RightsInfo@state.nm.us.
- Information about the New York Division of Human Rights can be found at www.dhr.ny.gov or by calling 888-392-3644 or 718-741-8300 (TTY). Information about the NYC Commission on Human Rights can be found at <https://www.nyc.gov/site/cchr/index.page> or by calling 212-306-7450.
- Information about the Local EEOC Office for North Carolina can be found at www.eeoc.gov/field-office or by calling 1-800-669-4000 or 1-800-669-6820 (TTY).
- Information about the Pennsylvania Human Relations Commission can be found at <https://www.phrc.pa.gov/Pages/default.aspx> or by calling 717-787-9780.
- Information about the South Carolina Human Affairs Commissions can be found at <https://schac.sc.gov/employment-discrimination> or by calling (803) 737-7800.
- Information about the Tennessee Human Rights Commission can be found at www.tn.gov/humanrights.html or by calling 800-251-3589.
- Information about the Texas Commission on Human Rights can be found at www.twc.texas.gov/partners/civil-rights-discrimination or by calling 888-452-4778.
- Information about the Utah Anti-Discrimination and Labor Division can be found at <https://laborcommission.utah.gov/divisions/utah-antidiscrimination-and-labor-uald/> or by calling 801-530-6800.
- Information about the Virginia Council On Human Rights can be found at www.oag.state.va.us/programs-initiatives/human-rights or by calling 804-225-2292.
- Information about the Washington Human Rights Commission can be found at www.hum.wa.gov or by calling 1-800-233-3247 or 1-800-300-7525 (TTY).

- Information about the Wisconsin Equal Rights Division can be found at <https://dwd.wisconsin.gov/er/civilrights/discrimination/default.htm> or by calling 608-266-6860 or emailing erinfo@dwd.wisconsin.gov.
- Information about the Labor Standards Division of the Wyoming Department of Employment can be found at <http://wyomingworkforce.org/workers/labor/rights/> or by calling (307) 777-7261 or (307) 235-3679.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA (National Labor Relations Act). <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

SEXUAL HARASSMENT POLICY

Partners Personnel is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of Partners Personnel policies, and unlawful. Partners Personnel will take appropriate disciplinary action against people who engage in sexual harassment people who engage in sexual harassment or allow such behavior to continue.

This policy is one component of the Organization's overall policy on equal employment opportunity and the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com.

Scope

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), contractors, vendors, and any other people conducting business with Partners Personnel ("Covered Individuals").

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful including in Chicago. It is unlawful and a violation of Partners Personnel policy to harass a person because of that person's sex, including the person's sexual orientation, gender identity, or pregnancy.

Sexual harassment includes any unwanted verbal or physical advances, sexually explicit derogatory statements, and sexually discriminatory remarks that are offensive or objectionable and cause the recipient discomfort or humiliation or otherwise interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade any job benefits for sexual favors. Sexual harassment also includes sexual misconduct, which means any behavior of a sexual nature that involves coercion or abuse of authority.

Harassment does not have to be of a sexual nature, and can include offensive remarks about a person's sex if:

- The conduct creates a hostile work environment, including offhand comments that are minor by themselves but, as a whole, create a hostile work environment;
- The conduct interferes with a person's work performance or creates a hostile work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment.

Examples of Sexual Harassment

Here are some examples of sexual harassment that are strictly prohibited:

- Physical acts of a sexual nature like touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, poking another person's body, rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions like requests for sexual favors accompanied by implied or overt threats concerning a person's job performance evaluation, promotion, or other job benefits.
- Sexually oriented gestures, noises, lewd remarks, jokes, or comments that create a hostile work environment.
- Sex stereotyping like when a person's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas about how people of a particular sex should act or look.
- Sexual or discriminatory material in the workplace that is sexually demeaning or pornographic, including sexual displays on computers or cell phones in the workplace.
- Hostile actions against a person because of their sex, sexual orientation, gender identity, or for being transgender, including bullying, yelling, name-calling, or interfering with the person's ability to perform the job; or bullying, yelling, or name-calling.
- Retaliation for complaining about sexual harassment.

Targets of Sexual Harassment

Sexual harassment can occur between anyone, regardless of their sex or gender. Harassers can be a superior, subordinate, coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, intern, client, customer, or visitor.

Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the physical workplace. It can occur in a remote work environment, while employees are traveling for business, or at Partners Personnel-sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non-work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

Reporting Sexual Harassment

Any Covered Individual who is subject to sexual harassment is encouraged to report that to their supervisor or Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor or Corporate Human Resources.

Reports of sexual harassment may be made verbally or in writing. Individuals are encouraged to complete the Complaint Report Form - Discrimination or Harassment attached to this handbook when submitting a sexual harassment complaint.

Victims of sexual harassment may also seek assistance outside of Partners Personnel, as explained below in the section on Legal Protections and External Remedies.

Supervisory Responsibilities

All supervisors who have any knowledge about instances of sexual harassment must report that to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com.

Supervisors will be subject to discipline for failing to report suspected sexual harassment or allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

Retaliation

Retaliation is any action that could discourage someone from making or supporting a sexual harassment claim. Partners Personnel will not tolerate retaliation against anyone who, in good faith, reports information about suspected sexual harassment or otherwise assists in any investigation of a sexual harassment complaint. Retaliation includes job-related adverse actions or other actions outside of the workplace (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful. The law generally protects any person who has engaged in a protected activity such as:

- Opposing or making a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testifying or assisting in a sexual harassment proceeding under New York State Human Rights Law or other anti-discrimination law;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

This retaliation provision is not intended to protect people making intentionally false charges of harassment.

All Covered Individuals who believe they have been subject to retaliation should inform their supervisor or Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com. They may also seek relief outside of Partners Personnel, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

Partners Personnel will investigate all complaints of or information about sexual harassment. Investigations will be prompt and thorough, commenced immediately, and completed as soon as possible. Investigations will be confidential to the extent possible. All people involved have a right to a fair and impartial investigation.

Employees may be required to cooperate in a sexual harassment investigation.

While the process may vary from case to case, investigations will generally occur in the following steps. Partners Personnel will:

- Inform the reporter of the right to file a complaint or seek external remedies.
- Immediately review the allegations and take any necessary short-term actions (e.g., instructing the accused to refrain from communications with the alleged victim), as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.

- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, Partners Personnel will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create written documentation of the investigation which contains the following:
 - The complaint;
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final complaint resolution, with any corrective action.
- Keep the written documentation in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

Legal Protections and External Remedies

Sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the internal process at Partners Personnel, Covered Individuals may also pursue legal remedies with the following governmental entities. Employees may seek the legal advice of an attorney in that process.

Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal anti-discrimination laws. The EEOC generally has authority over private employers with at least 15 employees. A person can file a charge with the EEOC anytime within 180 days from the last instance of harassment (or 300 days if a state or local agency enforces a law that prohibits

sexual harassment). There is no cost to file a charge with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the person to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging harassment at work can file a charge with the EEOC online by using the [EEOC's public portal](#) or in person at a local EEOC office. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

New York State Human Rights Law

The Human Rights Law (“HRL”) applies to all employers in New York State. Sexual harassment is a violation of the HRL. A complaint alleging sexual harassment may be filed either with the Division of Human Rights (“DHR”) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the harassment. If a person does not file at DHR, they can sue directly in state court under the HRL within three years of the alleged sexual harassment. A person may not file with DHR if they have already filed a HRL complaint in state court. If a person files with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to an administrative law judge for a public hearing. If the administrative law judge determines that sexual harassment occurred, DHR has the power to award relief, which varies but may include requiring Partners Personnel to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney’s fees, and civil fines.

Complaining internally to Partners Personnel does not extend the employee’s time to file with DHR or in court. The timeline is counted from the date of the most recent incident of harassment. Employees do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov for additional information. Call the DHR sexual harassment hotline at 1(800)-HARASS3 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be completed, notarized, and mailed to DHR. The hotline can provide

you with a referral to a volunteer attorney who can provide you with limited free assistance and counsel over the phone.

Local Protections

Many states and localities enforce laws protecting people from sexual harassment and discrimination. A person can contact the state, county, city, or town where they live to find out if such a law exists.

Chicago, Illinois employees should contact the Chicago Commission on Human Relations for information about filing a complaint. The office is located at 740 N. Sedgwick, 4th floor. The Commission can be contacted by phone at (312) 744-4111 or by email at cchr@cityofchicago.org. More information and resources can be found at www.chicago.gov/humanrelations.

Connecticut employees have remedies available to them through Connecticut Human Rights Referees who are authorized to award damages necessary to eliminate the discriminatory practice and compensate successful complainants. Connecticut employees can file a complaint with the Connecticut Human Rights Office (“CHRO”) or with the EEOC. If the harassment occurred prior to October 1, 2019, you have 180 days to file a complaint with the CHRO. If the harassment occurred after October 1, 2019, you have 300 days to file.

Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York. Contact the Commission by phone at 311 or (212) 306-7450 or online at www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Reporters should contact the local police department.

California Training

While Partners Personnel has five or more employees, nonsupervisory employees will receive one hour, and supervisory employees will receive two hours of sexual harassment and abusive conduct prevention training every two years. California’s Sexual Harassment Prevention Training can be found at <https://calcivilrights.ca.gov/shpt/>.

Connecticut Training

While Partners Personnel has 3 more employees, all employees will receive two hours of sexual harassment training within six months of being hired. All supervisors will receive training regardless of employee count.

Delaware Training

While Partners Personnel has 50 or more employees, all supervisor employees will receive sexual harassment training within six months of becoming a supervisor and at least every two years after that.

Illinois Training

While Partners Personnel has 1 or more employees, all employees will receive sexual harassment training at least once a year. All employees in Chicago, regardless of employee count, will receive sexual harassment prevention training annually. This training will be a minimum of one hour for all employees and two hours minimum for supervisors or managers. All employees will also receive one hour of bystander training annually.

New York Training

All employees will receive annual sexual harassment training. While Partners Personnel has 15 or more employees, all employees, interns, independent contractors, and freelancers in New York City will receive annual sexual harassment prevention training.

ARBITRATION

To the extent permitted by law, any employment dispute between Partners Personnel and an employee will be settled by binding arbitration, as set forth in the Arbitration Agreement (the "Agreement"). The Agreement specifically provides for arbitration of all claims between Partners Personnel and its employees, officers, and directors, and **waives any right to a trial by jury.**

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of an employee's right to work in the U.S. All employees must complete and sign the verification form required by federal law no later than the first day of employment. All employees must present acceptable documents verifying that an employee is authorized to work in the U.S. no later than the employee's third day of employment. If an employee cannot verify the employee's right to work in the U.S., Partners Personnel may be obligated to terminate the employee.

In Alabama, Partners Personnel verifies the legal presence of employees uses the federal government's E-Verify system or the Alabama E-Verify Employer Agent Service. In Arizona, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees. In Florida, Partners Personnel uses the federal government's E-Verify

system when hiring new employees and any rehires while the organization has 25 or more employees in Florida. In Georgia, Partners Personnel uses the federal government's E-Verify system when hiring new employees and any rehires while the organization has 10 or more employees in Georgia. In Mississippi, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees. While the organization has 25 or more employees in North Carolina, Partners Personnel uses the federal government's E-Verify system when hiring new North Carolina employees, except for seasonal temporary workers who are employed for 90 or fewer days during a 12-consecutive-month period. In South Carolina, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees. In Tennessee, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees while the organization has 35 or more employees in the United States. In Utah, Partners Personnel uses the federal government's E-Verify system when hiring new employees while the organization has 15 or more employees in Utah.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment with Partners Personnel only if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. For purposes of this policy, "relatives" means spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Current employees who marry or enter into a domestic partnership will be permitted to continue working in their current job position only if they do not work in positions as noted above. If employees who marry or enter into a domestic partnership work in a direct supervisory relationship with one another, Partners Personnel will attempt to reassign one of the employees to another position for which the employee is qualified, if available. If no such position is available, then one of the employees will be required to leave Partners Personnel. The decision as to who will leave will be made by the spouse-employees.

OUR EXPECTATIONS

This section explains the expectations we have for our employees.

CODE OF CONDUCT

The success of Partners Personnel is created by everyday interactions at work. This policy, along with the rest of the Employee Handbook, establishes appropriate work behavior. When the workplace is respectful, safe, and professional, Partners Personnel and employees can thrive. For more information on any of the topics in this policy, see the referenced policy in the Employee Handbook. Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

Respect

Respect is essential for employees to succeed at work. Employees should fulfill their job duties with integrity and respect toward others. All employees are expected to be respectful to everyone, including other employees, contractors, customers, and vendors. Communication should be friendly and collaborative. Employees should not disrupt the workplace or interfere with other employees' work or their ability to perform their jobs.

Team members must follow supervisors' and managers' instructions and complete their duties with skill and in a timely manner. Supervisors and managers should not abuse their authority.

Harassment or discrimination of any kind is unacceptable. Employees should refer to the [Equal Employment and Policy Against Harassment, Discrimination, and Retaliation](#) for information about what qualifies as harassment and how to report it. For information about sexual harassment, specifically, employees should refer to the [Sexual Harassment](#) policy. This policy defines sexual harassment and provides examples. All employees should report harassment in the workplace, even if they are not the target. Employees who report harassment will be protected from retaliation.

Partners Personnel respects the rights of employees. The [Protected Activity](#) policy explains some of these rights and protections.

Safety

Safety is essential for employees to succeed at work. The physical safety and health of employees is a top priority for Partners Personnel. The [Health and Safety](#) policy instructs employees on how to maintain a clean workplace. Frequent cleaning and other precautionary practices can help stop the spread of disease and illness in the workplace. The Company maintains an Injury & Illness Prevention Program (IIPP). To review a copy of the IIPP, please contact Risk Management or

Corporate Human Resources. To contact the Risk Management Team, please submit a help desk ticket by emailing 58009ab@hd.plumsail.com.

To promote a physically safe environment, there is zero tolerance for [Workplace Violence](#) of any kind. Any employee who becomes violent or threatens violence will be disciplined or terminated.

Partners Personnel is concerned about employees' abuse of alcohol, illegal drugs, and controlled substances. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health. Employees should refer to the [Drug and Alcohol Abuse](#) policy and the [Marijuana](#) policy for more information.

Professionalism

Professionalism is also a prerequisite for success at work. Employees are expected to act professionally while working and representing the Organization. All employees should be respectful of the Organization and their colleagues' time by maintaining proper [Punctuality and Attendance](#). This includes reporting to work on time and scheduling absences as soon as possible. Employees must follow the [Dress Code](#), including proper grooming and personal hygiene. Employees are encouraged to form friendships and relationships with colleagues, but romantic relationships in the office are subject to the [Employee Dating](#) policy. Dating is allowed, but the policy establishes boundaries for relationships during work hours and at the workplace. Clear relationship boundaries can help all employees feel comfortable while at work.

Employees should act professionally when representing Partners Personnel, even while not at work. Employees' behavior outside of work hours should not damage the Organization's reputation. Partners Personnel respects employees' use of social media and has guidelines about its use. Employees should refer to the [Social Media](#) policy for information about the use of disclaimers, confidentiality, and more. Interactions with traditional media outlets is subject to the [Public Relations](#) policy and should be referred to the Executive Vice President [of](#) Employee Services. Company

Partners Personnel expects all employees to observe certain standards of behavior while at work. These standards are not intended to restrict an employee's legitimate rights, but are for the safety and well-being of all Partners Personnel employees. These standards apply equally to all employees.

Disciplinary action for non-professional behavior may include, but is not limited to, the following: verbal reprimand, written reprimand, suspension, demotion, or termination. The Organization reserves the right to enforce these disciplinary measures as it deems necessary.

It must be remembered that the Organization employs its employees at-will which permits the Organization to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. Accordingly, either the employee or the Organization can terminate the employment relationship at any time with or without cause at either party's option with or without notice.

The following actions on the part of an employee, while not all inclusive, may be cause for disciplinary action up to and including termination without prior warning. This list includes, but is not limited to:

1. Entering Company property, driving Company vehicles, or driving personal vehicles while on Company business while under the influence of, or having in their possession, any intoxicating beverage, illegal drug (as defined by state or federal law), or inhibiting drug. This includes consumption, sale, or transfer of such substances during work time either in Company vehicles or personal vehicles on Company business.
2. Stealing or attempting to steal Company property or the property of other employees or clients.
3. Bringing onto Company or any client's property firearms, ammunition, or concealed weapons of any kind.
4. Fighting, scuffling, or indulging in horseplay.
5. Removing Company or client property without written approval.
6. Destroying or damaging Company or client property or the property of other employees.
7. Falsifying time records.
8. Refusing lawful instruction from your supervisor, branch manager or any member of management at the Company or client site.
9. Failing to comply with all of the lawful policies, procedures, rules, and regulations of the Company clients at whose worksite you are temporarily assigned to work. If you have any concerns regarding the policies, procedures, rules, or regulations of a client, please promptly contact your branch manager or Corporate Human Resources.
10. Falsifying employment application or other documents required by the Company.
11. Failing to observe dress or safety rules the company or at the client's worksite.
12. Excessive tardiness or absenteeism.

13. Leaving work without permission.
14. Threatening, intimidating, coercing, harassing, or interfering with fellow employees, clients, vendors or contractors/subcontractors or indulging in harmful gossip.
15. Engaging in harassment, discrimination, or retaliation of any kind.
16. Performing activities other than the Company work during working time.
17. Abusing Company telephone privileges. Engaging in non-business use of the Internet or personal cellular telephone use including, but not limited to, texting, instant messaging, blogging, and posting, during working time.
18. Violating any criminal law which has some bearing on work performed for the Company.
19. Failing to immediately report to your Branch Manager at the Company and client on-site supervisor any injury, no matter how slight.
20. Engaging in relationships with other employees which may be considered a conflict of interest or create a problem of supervision, safety, security or morale.
21. Engaging in behavior that is offensive to other employees, including distributing or displaying offensive materials.
22. Impeding an internal or external investigation or retaliating against any employee for participating in an internal or external investigation.
23. Recording conversations, phone calls, images, or meetings at Company or client sites with any recording device, or capturing videos or images using cellular telephones, cameras, and other similar devices without prior approval.
24. Offering, promising, giving, accepting, or seeking a bribe (meaning a financial or other inducement or reward for action which is illegal, unethical, a breach of trust, or otherwise improper in any way) which involves any third party, government official, or other individual or entity. Impermissible bribes may take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract, or any other advantage or benefit, which is improperly given or offered in exchange for a business or other advantage.
25. Threatening to or retaliating against any individual or entity that has refused to offer, provide, or accept a bribe or who has raised concerns with regard to any possible bribe.
26. Failing to immediately report any possible bribe to your branch manager, Corporate Human Resources, or the Executive Vice President of Corporate and Employee Services.

Nothing in this policy shall prevent an employee from accessing the employee's cellular telephone for seeking emergency assistance, assessing the safety of an emergency situation, or communicating with a person to verify their safety.

Lawful Conduct

Employees are expected to follow any applicable laws or regulations governing Partners Personnel. Violating the law can result in significant harm to the Organization, including financial penalties or damage to business relationships and reputation. The legal requirements are the minimum standard, but Partners Personnel strives to act in an ethical manner that has positive effects on people and society. Employees should pursue the best interest of the Organization. Employees must not engage in any activities that could give rise to, or could be perceived to give rise to, a conflict of interest.

ASSIGNMENT PROCEDURES

Associates will be offered assignments based on availability as well as their experience and skills and client requirements. The Company will attempt to give you as much advance notice of your assignments as possible. Some opportunities, however, start right away. When you accept an assignment, you should note all important information, so you will be prepared for a good start.

You have the flexibility to accept or decline any assignments which are offered to you by the Company. However, you are expected to complete all assignments that you accept. If you realize that you will be unable to complete an assignment for any reason, please notify your branch manager or Corporate Human Resources (not the client) as soon as practicable, so we can secure a replacement. When your assignment with a client ends, please notify your Branch Manager that same day. The end of an assignment does not terminate your employment with us; you will remain an Associate of the Company and may be eligible for temporary assignment to another client. If you fail to contact your Branch Manager at the end of an assignment, however, you may be considered to have voluntarily resigned. Continuous professional communication between you and your branch are important factors to being assigned to another client.

Partners Personnel Property

Respecting property of Partners Personnel is important for it to operate efficiently. Employees have a duty to be respectful of the Organization's property. Employees should not misuse the Organization's equipment or use it frivolously. Any unauthorized use of Partners Personnel property is prohibited and may result in discipline. Any unauthorized [Off-duty Use of Facilities](#) is prohibited.

Employees have access to a variety of technology on the Organization's devices and systems. The use of electronic devices while driving is dangerous, and all employees must follow the Organization's [Cell Phone](#) policy.

Employee should also remember that they are responsible for safeguarding the Organization's confidential information during and after their employment. Employees are bound by the [Confidentiality and Trade Secrets](#) policy which can help employees identify what information is confidential and how best to protect it.

Discipline

Employees should report any violations of this **Code of Conduct** policy to Corporate Human Resources. Violations of this policy may result in discipline, including the possibility of termination.

Time Off

Employees should refer to the [Time Off](#) section of the Handbook for information about leave. Information about breaks can be found in the [Meal and Rest Breaks](#) policy and the [Lactation Accommodation](#) policy.

CONFLICT OF INTEREST

All employees should avoid any actual, potential, or apparent conflict of interest between their personal interests and the best interests of Partners Personnel. An employee may have a conflict of interest if they:

1. Participate in any organization that competes, does business, or desires to do business with Partners Personnel;
2. Have any financial involvement with any organization that competes with or does business with Partners Personnel;
3. Enter into contracts on behalf of Partners Personnel with the employee's relatives or household members;
4. Take personal advantage of the Organization's business opportunities;
5. Help someone sell products or services to the Organization; or
6. Assist the Organization's competitors.

This list illustrates some possible conflicts of interest and is not a complete list. It is each employee's responsibility to avoid any situation that could be an actual, potential, or apparent conflict of interest. Some conflicts of interests can also be violations of federal, state, and local law.

Employees should carefully review their situations for any conflict of interest and should disclose potential conflicts to their supervisor. Supervisors will review the situation and decide any necessary approvals from the Organization's management or legal team. This policy is not intended to prohibit the acceptance of occasional business-related meals or promotional items of nominal or minor value.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

For any questions about this policy, employees should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com.

WHISTLEBLOWER PROTECTION

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the Organization's business practices.

Reporting

Employees with concerns or knowledge of misconduct are encouraged to report to the employee's supervisor or Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com or the Confidential Employee Hotline 1.888.905.0025 Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Organization's policies and procedures. In **Florida**, misconduct includes conduct that creates specific and significant danger to public welfare, health or safety. In **New Jersey**, misconduct includes conduct that threatens the safety, health, protection or welfare of the environment. In **New York**, misconduct includes conduct that threatens public safety or health.

To facilitate an investigation, the employee's report should be in writing or made directly to the Confidential Employee Hotline and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

This policy is intended to encourage employees to report good faith concerns about misconduct to Partners Personnel prior to reporting the concerns outside the Organization. Partners Personnel encourages employees to allow the Organization a reasonable time to correct the conduct. However, employees do not have to first report to Partners Personnel if there is an emergency or if the employee is reasonably certain the Organization knows about the misconduct. This policy does not prevent an employee from reporting misconduct to governmental agencies or other parties.

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate, and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. Investigations will be timely, impartial, fair, and thorough. Investigations will be kept confidential to the extent possible under the circumstances, however, the investigation will not be kept completely confidential. Employees are prohibited from impeding an investigation, which includes, but is not limited to, speaking with others about the investigation before it has been resolved, refusing to participate in the investigation process, or any other willful or counter-productive behaviors. Information obtained during the investigation process will only be shared with individuals on a need-to-know basis. During the investigation, Partners Personnel will provide all parties with appropriate due process and will reach reasonable conclusions based upon the evidence collected.

Connecticut employees reporting misconduct will not have their names disclosed, unless required by law. All materials from an investigation under this policy will be kept confidential.

Retaliation

Partners Personnel will not unlawfully discriminate or retaliate against employees who:

1. Lawfully report or threaten to report misconduct by Partners Personnel;
2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or
3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com

Employees who retaliate against reporting employees will be subject to disciplinary measures up to termination. Employees who retaliate may also be subject to civil, criminal, and administrative penalties.

Questions

Employees should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com with any questions about this policy.

WORKWEEK AND WORK SCHEDULES

The Organization's workweek runs from 12:00 AM on Monday through 11:59 PM on Sunday. Partners Personnel is normally open for business between the hours of 8:00 AM and 5:00 PM, Monday through Friday. Supervisors will assign employees their individual work schedules. Non-exempt, full-time **California** employees are entitled to one day of rest every workweek. **Georgia** employees who are scheduled to work Saturday or Sunday may request a reasonable accommodation if the work conflicts with their religious day of worship. Non-exempt, full-time **Illinois** employees will be scheduled for at least 24 consecutive hours off every consecutive seven-day period they work. Non-exempt, full-time **New York** employees who work in a factory, retail establishment, hotel, or restaurant will be scheduled for at least 24 consecutive hours off every calendar week they work. Non-exempt, full-time **Texas** employees will be scheduled for at least one 24-hour rest period every seven-day period they work. Non-exempt, full-time **Wisconsin** employees who work in a factory or retail establishment will be scheduled for at least 24 consecutive hours off every consecutive calendar week.

WORKPLACE VIOLENCE

Partners Personnel has no tolerance for acts and threats of violence among employees or on the Organization's premises. All violent acts, even those made in jest, will be taken seriously and could lead to termination. Threats may be direct or indirect, and they may be made verbally or nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Employees are expected to report to a supervisor all threatening or violent incidents involving employees or occurring in the workplace. Partners Personnel will review all reports of workplace violence and conduct investigations as appropriate. Partners Personnel will take appropriate remedial action to remedy any workplace violence.

OUTSIDE EMPLOYMENT

While employed by Partners Personnel, employees are expected to devote their energies to their jobs with the Organization. Second jobs are strongly discouraged as employees must meet the demands of their current jobs with Partners Personnel before taking on additional outside work. Unless otherwise prohibited by law, the following types of outside employment are strictly prohibited: employment that conflicts with an employee's work schedule; employment

that creates a conflict of interest with employees' responsibilities to Partners Personnel (for employees in **California**, the conflict of interest must be a conflict with the Organization's essential enterprise-related interests, meaning that taking on outside employment would cause a substantial disruption of the Organization's operation); employment that interferes with the protection of the Organization's trade secrets or other confidential information; or employment that requires an employee to conduct work for another employer on the Organization's property, during an employee's working time, or using the Organization's facilities, equipment, or property.

Employees who wish to engage in additional employment outside of Partners Personnel must submit a written request to their supervisor and Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com explaining the details of the additional employment. Partners Personnel does not provide workers' compensation coverage or any other benefit for injuries occurring while working for another employer. Nothing in this policy is intended to prohibit employees from engaging in volunteer work for emergency services. Nothing in this policy is intended to restrict or discourage employees from engaging in legally protected activity. or to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/r-rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/r-rights-we-protect/your-rights/employee-rights>.

REMOTE WORKING POLICY

General

Remote working provides employees with an opportunity to work from home or a satellite location. PARTNERS PERSONNEL consider remote working to be a viable alternative work arrangement and supports properly managed remote working when such an arrangement is suitable, based on individual, job, and managerial considerations. If an employee desires to work remotely, it must be pre-approved by their supervisor, in accordance with the guidelines set forth below.

Eligibility

Not all employees are eligible to work remotely. An employee may work remotely if they are able to perform their job responsibilities from another location in an engaged, productive, and satisfactory manner, as determined by PARTNERS PERSONNEL in its sole discretion. Except when notified by PARTNERS PERSONNEL not to come to the workplace or where individual arrangements have been made, employees may only work remotely after they submit a written request to Corporate Human Resources at HR@Espererholdings.com and PARTNERS PERSONNEL grants the request.

The written request to work remotely must include: (i) an acknowledgement that the employee has read and reviewed this remote working policy, (ii) the requested start and end dates of the requested remote working arrangement, (iii) the reason(s) why the employee is requesting to

work remotely, (iv) the location(s) from which the employee would like to work remotely, and (v) a complete list of any equipment, services, and other accommodations the employee needs in order to effectively perform his or her job responsibilities from the remote location(s).

Work Location(s)

Employees who work remotely may be required to attend meetings or otherwise be physically present at the workplace or other designated locations, at the Organization's discretion, based on the needs of the job and PARTNERS PERSONNEL business. Employees are responsible for all costs associated with travel to and from the workplace when they must report to their local office location, except as set forth in any PARTNERS PERSONNEL reimbursement policy or as may be required by applicable law. If an employee moves to a new remote workplace, they must obtain new written approval from PARTNERS PERSONNEL prior to beginning to work at the new location.

Workspace(s)

Employees permitted to work remotely must maintain a proper, hazard-free work environment that is conducive to their job productivity. The remote employee is responsible for ensuring that they have a safe, professional, and ergonomically sound workspace by ensuring they have appropriate lighting, a sufficient work surface to accommodate all equipment, an appropriate chair, and any other amenities they may require. PARTNERS PERSONNEL may inspect remote work locations to ensure that they are proper, hazard-free work environments in good working order. Employees may not conduct in-person meetings with customers, clients, or other employees in their home or other remote locations without written consent from the Organization.

Workers' compensation coverage will extend to the designated remote working area only during agreed-upon work time. If an employee is injured while working remotely, regardless of whether it is a minor injury, the employee must report the injury to PARTNERS PERSONNEL so that appropriate workers' compensation and OSHA (Occupational Safety and Health Administration) paperwork, if applicable, can be completed. Questions regarding workers' compensation can be emailed to the Risk Management Team Help Desk at 58009ab@hd.plumsail.com.

Timekeeping Requirements for Non-Exempt Employees

All non-exempt employees must continue to comply with PARTNERS PERSONNEL timekeeping policies when working remotely and follow their regular work schedules as provided by their supervisor. Specifically, employees must record all hours worked by completing a timecard. Employees must obtain their supervisor's prior approval before working overtime or other hours outside of their regular work schedules. Employees must keep accurate time records, turn them in when they are due, and otherwise comply with the Organization's timekeeping

policies. PARTNERS PERSONNEL retain the right to modify employees' work schedules. Employees who fail to comply with this policy or who work unauthorized overtime may be subject to discipline, up to and including termination of employment.

Communication

Employees must be responsive and available by phone and email during normal business hours unless their job responsibilities do not permit them to be. PARTNERS PERSONNEL consider normal business hours to be from 8:00 am to 5:00 pm, Monday through Friday. Employees also must remain available to attend meetings, either remotely or in person, as determined by their supervisor. Employees permitted to work remotely are responsible for maintaining the same professional, effective, and efficient communications and workflow with supervisors, co-workers, and customers in their remote workplace as they would at PARTNERS PERSONNEL workplace. Remote employees must keep their supervisor informed of ongoing projects, assigned tasks, and project statuses. Remote employees' supervisors, along with Corporate Human Resources, will monitor productivity and work product quality.

Equipment and Confidentiality

Employees should review and abide by any PARTNERS PERSONNEL policies that describe the Organization's requirements for security and the use of all equipment, information, and data access. Remote employees remain responsible for taking the necessary precautions to ensure that the Organization's confidential and proprietary information remains secret. For example, if an employee has any confidential or proprietary PARTNERS PERSONNEL files or information in paper form, these documents must be kept in a locked filing cabinet or otherwise properly secured and inaccessible to others when not in the employee's immediate possession. Employees must shred and dispose of all documents containing confidential and proprietary information in accordance with the minimum standards set by the Organization. Because many home shredders do not meet the Organization's minimum standards, remote employees may be required to bring paper to the workplace to be shredded.

All PARTNERS PERSONNEL equipment, PARTNERS PERSONNEL information, and PARTNERS PERSONNEL data stored in an employee's home office or on their personal electronic devices remains the property of the Organization. PARTNERS PERSONNEL may inspect PARTNERS PERSONNEL-issued electronic devices as well as employees' personal electronic devices which they use to store PARTNERS PERSONNEL information or to conduct PARTNERS PERSONNEL business. PARTNERS PERSONNEL-issued equipment should only be used in accordance with PARTNERS PERSONNEL policy.

Reimbursement

Reimbursements related to remote working are subject to the Organization's Home Office Expense Reimbursement Policy. Employees will not be reimbursed for the cost of any furniture for their home office unless PARTNERS PERSONNEL deems it prudent and necessary. Employees will not be reimbursed for any costs associated with remodeling their home offices (or remodeling their homes more generally to contain a home office), property or liability insurance, or other incidental expenses that are not incurred directly in connection with the employee's employment with the Organization. Travel and Business Expense Policy [Travel and Business Expense Policy 2024 v1.pdf](#)

Dependent Care

Remote working is not designed to be a replacement for child or dependent care. Employees must manage childcare, dependent care, and personal responsibilities in a manner that allows their job responsibilities to be met in an efficient, professional, and otherwise satisfactory manner. Employees working remotely are responsible for making appropriate arrangements, so they are able to adequately perform their job responsibilities during normal business hours.

Remote working does not alter employees' obligations to comply with all PARTNERS PERSONNEL policies and procedures and does not alter an employee's employment status.

Tax Implications

Remote working employees are responsible for any costs of obtaining tax advice about a tax deduction for a home office. Employees are responsible for any tax liability should they claim such an expense and it is later disallowed by the Internal Revenue Service.

Policy Violations

Violation of any terms of this remote working policy may result in the loss of remote working privileges. PARTNERS PERSONNEL retain the right to require remote workers to report to PARTNERS PERSONNEL workplace and to discontinue the remote working arrangement at any time, for any reason, or for no reason at all.

This policy is subject to change at the Organization's discretion.

HOME OFFICE EXPENSE REIMBURSEMENT POLICY

Employees may be required to work remotely or from their homes, and there may be costs associated with creating and maintaining a home office space. This policy is intended to help employees bear these costs. Employees should review and adhere to these guidelines. It is important for employees to always use good judgment and exercise careful stewardship over the Organization's assets and make good decisions about incurring and submitting business expenses.

Eligible Expenses

Employees must exercise common sense when incurring and submitting expenses on behalf of the Organization. PARTNERS PERSONNEL may refuse to reimburse an expense if it is found to be unnecessary for conducting business at home. PARTNERS PERSONNEL will reimburse an employee for home office expenses that are:

- Directly attributable to conducting PARTNERS PERSONNEL business.
- Necessary to the performance of the employee's job.
- Not extreme or excessive.
- Reasonable, and reflective of a prudent decision to incur the expense.
- Properly documented, substantiated, and submitted timely; and
 - Approved as necessary in accordance with this policy.

Whether an expense is deemed "necessary" for the performance of the employee's job will be determined by PARTNERS PERSONNEL in its reasonable, good faith discretion and may differ depending on the state where the employee works. PARTNERS PERSONNEL will reimburse any expenses that may be required under applicable state and local law. To the extent possible, employees should contact their supervisor or Corporate Human Resources at HR@Espererholdings.com with questions about reimbursement for a particular expense prior to making any purchase.

Approval

All employees must receive prior written approval of all expenses. If PARTNERS PERSONNEL reasonably determines that a given expense does not qualify for reimbursement, it will not be reimbursed even if the purchase is already made. See additional information under our Travel and Business Expenses Policy [Travel and Business Expense Policy 2024 v1.pdf](#)

Reimbursement Process

Business expense reimbursement requests for home office expenses must be submitted to your supervisor, through the accounting expense reimbursement platform. All requests must be

submitted within 30 days of the expense being incurred. Reimbursement will be made using the same method by which employees are usually paid. Reimbursement requests must be supported by receipts. PARTNERS PERSONNEL will not reimburse employees for any expenses that are not substantiated by a valid receipt or invoice, except in exceptional circumstances (such as when a receipt is lost or otherwise unavailable) and only then after the employee has provided sufficient alternate support for the expense. Additionally, to comply with Internal Revenue Service regulations, business expenses must be supported by adequate records. This support must include information relating to:

- Amount of the expenditure,
- Time and place of the expenditure,
- Business purpose of the expenditure, and
- Names and the business relationship of individuals, other than the employee, for whom the expenditure was made.

Violation of this policy may result in disciplinary action, possibly including termination of employment.

Reimbursements under this policy are intended to comply with Internal Revenue Code Section 409A and all provisions of this policy will be construed such that they comply with the law. PARTNERS PERSONNEL will not be liable for any taxes or penalties on any reimbursements.

DRUG AND ALCOHOL ABUSE

Partners Personnel is concerned about the use of alcohol, illegal drugs, and controlled substances and their effect on the workplace. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health, and seriously impair employees' value to Partners Personnel. In addition, the use or possession of these substances on the job constitutes a potential danger to the safety of other employees and exposes Partners Personnel to the risks of property loss or damage, or injury to other people. Partners Personnel strictly prohibits: (1) being impaired by alcohol while performing work for Partners Personnel; (2) driving a Partners Personnel vehicle while under the influence of alcohol or a controlled substance; (3) distributing, selling, or purchasing an illegal or controlled substance while performing work for Partners Personnel or on the Organization's property; (4) possessing, using, or being under the influence of an illegal or controlled substance while on Partners Personnel premises or while performing work for Partners Personnel; and (5) working while impaired by a prescription or over-the-counter drug if that impairment affects the employee's ability to safely or sufficiently perform the job or affects the safety of others. Partners Personnel will make reasonable accommodation for the known

physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship results, or as otherwise required by applicable federal or state law.

Management reserves the right to require and conduct drug or alcohol tests, pre-employment, post-accident, and whenever reasonable suspicion exists that an employee is under the influence of alcohol or drugs as prohibited by this policy.

Employees who are convicted of a drug related crime occurring in or out of the workplace must notify Partners Personnel within five (5) days of the conviction.

Failure to comply with these work rules may lead to disciplinary action up to and including termination. Violation of this policy may result in disciplinary action, including termination. Partners Personnel may also bring the matter to the attention of appropriate law enforcement authorities.

California Alcohol and Drug Rehabilitation Leave

This Policy applies only when Partners Personnel has 25 or more employees in California.

Partners Personnel will reasonably accommodate any employee who wishes to voluntarily enter an alcohol or drug rehabilitation program if this reasonable accommodation does not impose an undue hardship on Partners Personnel.

This policy does not prohibit Partners Personnel from refusing to hire or discharging an employee who cannot perform the required job duties or who endangers the health or safety of the employee or others because of the employee's current use of alcohol or drugs.

MARIJUANA POLICY

Partners Personnel is concerned about employees' use of marijuana because it can affect the workplace. Being under the influence of marijuana in the workplace can adversely affect employees' work performance, efficiency, safety, and health, and therefore seriously impair employees' value to Partners Personnel. In addition, the use or possession of marijuana on the job constitutes a potential danger to the welfare and safety of other employees and exposes Partners Personnel to the risks of property loss or damage, or injury to other people.

Employees may not report to or perform work for Partners Personnel while under the influence of marijuana.

Employees may not ingest, distribute, or possess marijuana or marijuana-related paraphernalia at any Partners Personnel workplace or during work hours, including during meal and rest breaks. Partners Personnel complies with all state and federal laws and regulations regarding marijuana use.

Failure to follow this policy may result in discipline, including termination.

PUNCTUALITY AND ATTENDANCE

Employees are expected to report to work (whether in person or remote) as scheduled, on time, and prepared to start work. Employees also are expected to remain at work (or logged in and online) for their entire workday, except for meal periods or other authorized leave or time-off. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided whenever possible. If employees are unable to report for work on any particular day, employees must contact their supervisor at least one hour before the time employees are scheduled to begin work that day. If employees call less than one hour before their scheduled time to begin work, employees will be considered tardy for that day. If employees know in advance that they will be absent, employees must schedule the absence in accordance with the applicable leave or time off policy. If employees are absent for three consecutive workdays without contacting their supervisor, employees will be considered to have voluntarily terminated their employment. Excessive absences, abuse of the Organization's leave policies, failure to report absences on time, and excessive tardiness may lead to discipline, including termination.

KEY OR ACCESS CARD POLICY

Employees are responsible for maintaining security at Partners Personnel workplaces. Employees may receive a key or access card to enter Partners Personnel workplaces or client work areas. Employees must use keys or access cards according to this policy and any other instructions provided by Partners Personnel. Employees should never loan or duplicate a key or access card or unlock a building or room for another person unless the employee knows that individual is authorized to enter.

Employees should report lost, stolen, or misplaced keys or access cards to employees' supervisors immediately. Employees are responsible for the cost of replacement. All keys and access cards must be returned to Partners Personnel upon separation.

CELL PHONE POLICY

Partners Personnel seeks to provide a working environment where employees can focus with limited distractions. Use of personal cell phones during work hours interferes with employees' productivity and can pose security risks.

PARTNERS PERSONNEL understand the importance of balancing professional commitments with personal responsibilities. To ensure a productive and respectful work environment, the Organization established the following guidelines for personal cell phone use during work hours:

- **Professional Judgment:** Employees should use professional judgment regarding personal cell phone use at work. Personal commitments and responsibilities may occasionally necessitate personal cell phone use.
- **Limited Use During Work Hours:** Employees should minimize the use of personal cell phones during work hours. Ideally, personal calls and texts should be made either before or after work hours, or during designated meal and break times.
- **Prohibited Use:** Excessive personal cell phone use and excessive headphone use during work hours, including watching movies or listening to podcasts for personal entertainment, is not permitted.
- **Respect for Others:** Employee cell phone use should not disrupt or interfere with the work of other employees. Employees should be mindful of their surroundings and maintain a quiet and professional environment.
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Adhering to these guidelines creates a professional atmosphere conducive to productivity and mutual respect.

Partners Personnel has the right to monitor employees for excessive or inappropriate use of personal cell phones. The Organization is not liable for loss or damage to employees' personal cell phones brought into the workplace.

The Organization may provide cell phones to employees for work-related communications. Employees should use the cell phones provided for work-related purposes and limit personal use. Employees are responsible for any loss of or damage to the cell phones provided. Viewing, downloading, or uploading illegal or obscene material on a Partners Personnel cell phone is prohibited.

Employees should not use the camera, video, or audio recording functions of cell phones or other electronic devices on Partners Personnel without the prior written permission of the employee's supervisor and of the people being recorded. Employees are prohibited from bringing cameras, video, or audio recording devices into areas where employee or customer privacy may be compromised or where confidential information, trade secrets, or proprietary information could be disclosed.

Employees must comply with all applicable laws regarding the use of cell phones while driving. Employees should never use cell phones to conduct business while driving. Employees must use a hands-free device to make or receive calls while driving, if permitted by law.

In the case of emergency conditions, **California** employees will not be denied access to their devices to seek emergency assistance, assess the safety of the situation, or communicate with a person to verify their safety. Emergency conditions mean either (1) conditions of disaster or extreme danger to the safety of people or property at the workplace caused by a natural disaster or a crime or (2) an order to evacuate a workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

Failure to follow this policy may result in discipline, up to and including termination.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/r-rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/r-rights-we-protect/your-rights/employee-rights>.

[HTTPS://WWW.NLRB.GOV/ABOUT-NLRB/RIGHTS-WE-PROTECT/YOUR-RIGHTS/EMPLOYEE-RIGHTS UNDER SECTION 7 OF THE NLRA. HEALTH AND SAFETY](https://www.nlr.gov/about-nlr/r-rights-we-protect/your-rights/employee-rights)

Partners Personnel takes seriously the health, safety, and welfare of its employees and any contractors or visitors who enter the workplace. Employees must comply with the Organization's rules and guidelines, including any federal, state, and local laws regarding workplace safety. Failure to follow the Organization's health and safety protocols may result in discipline, including termination. In addition, Partners Personnel maintains an Injury and Illness Prevention Program, a Fire Prevention Program, an Emergency Action Plan, and a Heat Injury Prevention Plan for **California** employees.

To help Partners Personnel maintain a safe and healthy workplace, employees must:

- Be responsible for working safely and carrying out their duties with the skill and care necessary to not injure themselves or anyone else;

- Monitor their health on a daily basis and stay home if they are feeling sick, except to get medical care;
- Avoid close contact with people who are sick;
- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow;
- Wash their hands often with soap and water for at least 20 seconds to reduce the spread of germs;
- Clean and disinfect frequently touched surfaces often;
- Keep their work area clean, organized, and free from clutter or tripping hazards;
- Use any tools and equipment designated for their work and ensure the tools are kept in good condition;
- Report any unsafe conditions, potential hazards, or other safety concerns (whether they exist on the Organization's premises or employees' home offices) to their supervisor; and
- Report any workplace injury, accident, illness, or near miss.

Employees must report any unsafe conditions, injury, or illness as soon as possible, but no later than eight hours after becoming aware of the issue. The report must be made to the employee's supervisor. If the supervisor is unavailable, report to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com. Partners Personnel prohibits any form of discipline, discrimination, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Partners Personnel or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's participation in any off-duty activity that is not part of the employee's work-related duties.

In the case of an emergency condition, **California** employees will not be threatened or penalized for refusing to report to or leaving a workplace within the affected area of the emergency condition if the employee has a reasonable belief that the workplace is unsafe. Emergency conditions mean either (1) conditions of disaster or extreme danger to the safety of people or property at the workplace caused by a natural disaster or a crime or (2) an order to evacuate a workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

OFF-DUTY USE OF FACILITIES

Employees may not use Partners Personnel premises while not on duty, except during meal and rest breaks. In the event of a public health crisis, employees may be required to work from home and may only be permitted on Partners Personnel premises in accordance with state or local orders and Partners Personnel policies.

SOLICITATION AND DISTRIBUTION OF LITERATURE

Employees may not solicit or promote support for any cause or organization in the workplace during their working time or the working time of other employees. Nonemployees are not permitted to solicit or distribute written material for any purpose on Partners Personnel property. This policy is not intended to restrict employee communications or actions protected by state or federal law, such as the National Labor Relations Act. Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

DRESS CODE

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours that presents an image that represents Partners Personnel well. Apparel, personal grooming, and hygiene practices should not distract others. Employees should avoid extremes in dress and grooming. Employees are asked to use their common sense with regard to their dress and appearance and are expected to present a professional image. Employees must dress in a manner that is consistent with their responsibilities and lawful client dress requirements, if any. Attention should be paid to safety, organization and client image, and client interaction. The organization's management, and specific clients for whom you are temporarily assigned to work, will explain the proper dress requirements for your position. Employees inappropriately dressed will be sent home and required to return to work in appropriate attire. The Company reimburses employees for all reasonable and necessary business expenses, including, without limitation, necessary closed-toe, non-slip footwear. Employees who believe they need reasonable accommodation due to their religious beliefs or practices should contact their Branch Manager or Corporate Human Resources. If employees report to work dressed or groomed inappropriately, they may be asked to return home and return to work well-groomed and wearing proper attire.

Pets in the Workplace

Partners Personnel understands that pets can be an important part of employees' lives. We are, however, currently unable to allow pets in our workplace, with one important exception. Service animals may enter the workplace with approval from Corporate Human Resources. Service animals are dogs that have been individually trained to do work or perform tasks for the

benefit of an individual with a disability. If you have questions about this policy or want to seek approval to bring a service animal to the workplace, please contact Corporate Human Resources at 805.696.2178, the Help Desk at aa744de5@hd.plumsail.com, or HR@espererholdings.com.

EMPLOYEE DATING POLICY

This policy establishes guidelines for employees if they are romantically involved with a colleague. The purpose of the policy is not to deter friendships or relationships between employees, but to establish boundaries for relationships during work hours and at the workplace. Clear boundaries between personal and professional interactions can enable all employees to feel safe and comfortable in the workplace.

Flirting

Employees should treat other employees with respect and not flirt in the workplace. Employees should report unwanted advances or flirting to their supervisor or Human Resources. Sexual harassment is strictly prohibited. For more information on sexual harassment, see the [Sexual Harassment](#) policy.

Appropriate Behavior

Dating employees should not allow their personal relationship to disrupt the workplace. During work hours and while at the workplace, dating employees should conduct themselves in a professional manner and not engage in physical contact or personal conversations that would be inappropriate in a workplace setting. Dating employees should remain productive, focused, and committed to work.

If employees stop dating, they should maintain a professional relationship. Employees should not disparage each other, disclose details of their relationship, or engage in any other actions that disrupt the workplace.

Reporting Relationships

Dating employees who work in a direct supervisory relationship or in job positions in which a conflict of interest could arise must immediately disclose their relationship to their supervisor or Human Resources. Additionally, any executive, manager, or other influential company official who is involved in a relationship with a co-worker must disclose their relationship to the Organization.

Partners Personnel will review the circumstances of the relationship and notify the employees of any necessary actions. Partners Personnel may determine the employees should no longer work together or require one of the employees to change job position or department. If

Partners Personnel is unable to reach a reasonable working situation for the employees, then one of the employees may be let go.

If employees marry or enter into a domestic partnership, they will be governed by the [Employment of Relatives](#) policy.

Disciplinary Actions

Employees should report any violations of this policy to their supervisor or Human Resources. Failure to follow this policy or disclose a relationship (where required) may result in disciplinary action, up to and including termination.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](#) under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

CONFIDENTIALITY AND TRADE SECRETS

Employees are responsible for safeguarding the Organization's confidential information during and after their employment. Confidential information includes non-public information that relates to the business, products, services, Partners Personnel research or development, or the Organization's technical data, trade secrets, or know-how, including research, product plans, or other information regarding the Organization's products or services, markets for those products or services, customer lists and customers, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, marketing, and finances.

Confidential information does not include any information which an employee can establish:

- Was publicly known or made generally available prior to the time of disclosure by Partners Personnel to the employee;
- Becomes publicly known or made generally available after disclosure by Partners Personnel to the employee through no wrongful act or omission by the employee; or
- It is in the employee's rightful possession, without confidentiality obligations, at the time of disclosure by Partners Personnel as shown by the employee's then-contemporaneous written records.

Subject to their right to engage in activities protected by law, employees may not divulge any confidential information unless it is necessary for them to perform their job. Employees may not transmit Partners Personnel confidential information to themselves for use with future employers. For example, employees may not email Partners Personnel property to their personal email accounts, save it to their personal cloud accounts, or save it to external drives or other sources without the written permission of the Organization.

Employees may not work for Partners Personnel if any agreements with third parties, including prior employers, prevent them from performing the duties of their position. Employees must notify the Organization immediately if they learn that the Organization is unaware of any such existing agreement. Employees may also not work for Partners Personnel if they have retained any property of their prior or concurrent employers without written permission from their prior or concurrent employer. Employees are prohibited from bringing any third-party confidential information to Partners Personnel or using it in their work at Partners Personnel without the Organization's written permission. Employees who use such information will be subject to disciplinary action, including possible termination. Violation of this policy may also result in legal action. Unless required by applicable law, Partners Personnel will not indemnify employees who have misused trade secrets or confidential information of others. If employees are asked during the course of their employment at Partners Personnel for information relating to any of their prior employers' business and cannot answer that without providing non-public information, employees must refrain from providing that information.

Partners Personnel may, to the extent permitted by law, inspect employees' electronic equipment, including Partners Personnel-provided computers, at any time to ensure compliance with Partners Personnel policies.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/b/rihts-we-protect/your-rihts/employee-rihts) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/b/rihts-we-protect/your-rihts/employee-rihts>.

PROTECTED ACTIVITY

Nothing in this Handbook limits or prohibits employees from engaging for a lawful purpose in any "Protected Activity." "Protected Activity" means:

- Discussing the terms, wages, and working conditions of employment,
- Disclosing information pertaining to any unlawful or potentially unlawful conduct; and
- Filing a charge, complaint, or report, or participating in any investigation or proceeding conducted by state, federal, local, or other governmental agency, including the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Equal Employment Opportunity Commission, and the National Labor Relations Board ("Government Agencies").

In connection with any Protected Activity, employees are permitted to disclose documents or other information without giving notice to or receiving authorization from the Organization. In

making any disclosures, employees must take all reasonable precautions to prevent any unauthorized use or disclosure of any information that may constitute confidential information to any parties other than Government Agencies. “Protected Activity” does not include the disclosure of any attorney-client privileged communications or attorney work product, which employees must not disclose without the written consent of Partners Personnel. This policy supersedes any prior or conflicting Partners Personnel policy or communication.

Under the Defend Trade Secrets Act of 2016, an individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (a) is made in confidence to a federal, state, or local government official (directly or indirectly) or to an attorney solely for the purpose of reporting or investigating a suspected violation of law, or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. In addition, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the individual’s attorney and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal and does not disclose the trade secret, except under a court order.

Nothing in this policy is meant to infringe on employees’ rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/protect-your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/protect-your-rights/employee-rights>.

Philadelphia employees have the right to file a complaint or bring a civil action for unpaid wages. Employees who file a complaint will not be retaliated against.

OUR RELATIONSHIP

This section describes our relationship with our employees.

AT-WILL EMPLOYMENT

Employment at Partners Personnel is at-will. This means that both Partners Personnel and employees may terminate their employment relationship for any reason and without notice. Partners Personnel requests at least two weeks’ notice from employees before their resignation.

Nothing in this Handbook or in any other document, policy, or agreement limits the right of Partners Personnel and employees to terminate employment at-will. With the exception of certain authorized individuals at Partners Personnel, employees have no authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Organization’s policy of at-will employment.

EMPLOYEE CLASSIFICATION POLICY

This policy summarizes the different categories of employment at Partners Personnel. An employee's category determines benefit eligibility and which policies and laws apply to the employee. Employees will be informed of their classification when hired and notified of any change to their classification.

Employees are categorized as either "exempt" or "nonexempt" for purposes of federal and state wage and hour laws.

Regular Full-Time: ~~OBJ~~ Employees who are regularly scheduled to work 30 hours per week or more.

Regular Part-Time: ~~OBJ~~ Employees who are regularly scheduled to work less than 30 hours per week.

Nonexempt Employees: Employees whose work is covered by the Fair Labor Standards Act (FLSA) for minimum wage and overtime.

Exempt Employees: Employees who do not receive overtime pay and generally receive the same weekly salary regardless of hours worked.

AMERICANS WITH DISABILITIES ACT AND ACCOMMODATIONS POLICY

Partners Personnel is committed to supporting people with disabilities and providing reasonable accommodation. The Americans with Disabilities Act ("ADA") applies to employers with 15 or more employees, prohibits discrimination against applicants and employees with disabilities, and requires a company to provide reasonable accommodations for qualified employees with disabilities, unless doing so would cause undue hardship for the Organization. Partners Personnel complies with all federal and state laws concerning the employment of people with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Partners Personnel complies with all federal and state laws concerning the employment of persons with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Partners Personnel is also committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Partners Personnel will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Partners Personnel, an undue hardship.

Definitions

A “disability” refers to a person who has a physical or mental impairment that substantially limits one or more major life activities, a person with a history or record of such impairment, or a person who is perceived by others as having such impairment.

A “qualified employee” means an employee who satisfies the skill, experience, education, and other job-related requirements of the position and can perform the essential job functions of the position, with or without reasonable accommodation.

Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that provides a qualified person with a disability an opportunity to perform at the same level of performance or to enjoy equal benefits and privileges that are available to an average similarly situated employee without a disability. Reasonable accommodation could include making existing facilities accessible, job restructuring, part-time or modified work schedules, acquiring or modifying equipment, or reassignment to a vacant position. Reasonable accommodation does not include removing essential job functions, creating new jobs, or providing personal items.

Partners Personnel is not required to provide reasonable accommodation if it would cause undue hardship to the Organization. An undue hardship means significant difficulty or expense to the Organization like financial difficulty, an unduly extensive, substantial, or disruptive change, or a fundamental alteration of the operation of the Organization. Whether a reasonable accommodation creates an undue hardship is evaluated on a case-by-case basis, and Partners Personnel will consider several relevant factors when evaluating an accommodation request.

Requesting a Reasonable Accommodation

Partners Personnel cannot provide reasonable accommodation unless it knows about an employee’s disability. Reasonable accommodation can be requested at any time during the application process or employment. Individuals should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com to request a reasonable accommodation. Employees can also contact Corporate Human Resources to request an adjustment at work for a reason related to a medical condition. The request does not need to mention the ADA or use the phrase “reasonable accommodation.” Although not required, submitting the attached Disability Accommodation Request Form will help facilitate the review of your accommodation request.

Once the accommodation is requested, Partners Personnel will act promptly to engage in an informal process to clarify the employee’s needs and identify the appropriate reasonable accommodation. If the disability or need for accommodation is not obvious, Partners Personnel may require that the employee provide medical documentation to establish that the employee has a disability, to show that the employee needs the requested accommodation, or to help

determine effective accommodation options. Partners Personnel may offer alternate suggestions for reasonable accommodation or choose among possible accommodation.

Employees who are denied accommodation will be notified of the denial and the basis for the denial. Employees can appeal accommodation rulings.

Confidentiality

All information obtained by Partners Personnel concerning an employee's medical condition or disability will be kept confidential and maintained in accordance with the law. That information will be kept separately from employee personnel files. It may be necessary to share some information with supervisors or other team members to facilitate the accommodation.

Retaliation

Partners Personnel will not retaliate against employees for requesting or receiving reasonable accommodation.

Questions

Contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com for any questions about this policy.



RELIGIOUS ACCOMMODATIONS POLICY

Partners Personnel values the religious beliefs and practices of all our employees, and we are committed to providing reasonable accommodation for religious observances if they do not impose an undue burden on the company's operations.

Employees who experience a conflict between their religious beliefs or practices and their job responsibilities, work schedule, company policies or guidelines, or any other aspect of their employment, can request religious accommodation. Employees should submit a written request to their direct supervisor, detailing the nature of the conflict and their proposed accommodation. Although not required, submitting the attached Religious Accommodation Request Form will help facilitate the review of your accommodation request.

Upon receiving a request for religious accommodation, the supervisor will review the request to determine whether reasonable accommodation can be provided without causing undue hardship to the Organization's operations. Possible accommodations include changes to job responsibilities, schedule changes, using paid or unpaid leave, exemptions to dress and appearance standards that do not compromise safety, or adjustments to other aspects of employment.

The supervisor and the employee will meet to discuss the accommodation request and the decision made. If the employee agrees with the proposed accommodation, the supervisor will put it into effect. If the employee does not accept the proposed accommodation, they may pursue an appeal through the company's established grievance policy and procedure. If employees have any questions about this policy, they should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com.

MEAL AND REST BREAKS

Non-exempt employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Non-exempt employees who work more than six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. The meal break must be taken at some time between the first two and the last two hours worked.

A second meal break is required if an employee is required to work: (i) three additional hours beyond their regularly scheduled shift, or (ii) more than ten hours in a given day. The second meal break must be taken within five hours from the end of the first.

Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break, on Company premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Rest breaks should be taken as near as possible to the midpoint of the employee's shift. Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to discipline, including termination.

Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during that time. Such employees are also expected to take a 10-minute paid rest break, on the Organization's premises, for every two hours of work. Employees may not perform any work during their meal or rest breaks. Failure to take full meals and rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, including termination of employment.

Alabama Meal and Rest Breaks

Non-exempt Alabama employees under 16 who work at least five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal or rest break. Employees will be relieved of all duties for the full break and are free to leave the premises during that time. Failure to take full meal or rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

California Meal and Rest Breaks

Non-exempt California employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Meal periods must be taken no later than the end of the fifth hour of an employee's shift. Employees who work at least five hours, but no more than six hours, may waive their meal break if both they and Partners Personnel agree in writing.

A second meal break is required if employees work more than 10 hours. The second meal break must be taken no later than the end of the tenth hour of work. If employees are scheduled to work no more than 12 hours, they may waive their second meal break if both they and Partners Personnel agree in writing, but only if the first one was not waived.

Employees will be relieved of all duties for the full 30-minute meal break(s) and are free to leave the premises during those times. Failure to take full meal breaks, without a waiver, is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
3.5 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

If an employee misses their full meal or rest break, and it is not waived, they will receive premium pay. The premium pay is treated as wages and will be reported and paid in accordance with California law.

California Suitable Seating Policy

Partners Personnel will provide employees with suitable seating when the nature of their work reasonably allows sitting. If the work requires employees to stand, Partners Personnel will provide seating within a reasonable distance of the work area for employees on break. Partners Personnel will permit employees to use these seats when it does not interfere with the performance of their duties. If suitable seating is not immediately available, employees can request suitable seating from their supervisor.

Colorado Meal and Rest Breaks

Non-exempt Colorado employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Connecticut Meal and Rest Breaks

Non-exempt Connecticut employees who work at least seven and a half hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. The meal break must be taken some time between the first two and the last two hours of the shift. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Delaware Meal and Rest Breaks

Non-exempt Delaware employees who work at least seven and a half hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. The meal break must be taken some time between the first two and the last two hours of the shift. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Florida Meal and Rest Breaks

Non-exempt Florida employees under 18 who work at least four continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Illinois Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement, non-exempt Illinois employees who work at least seven and a half hours in their workday are entitled and expected to take an unpaid, off-duty, 20-minute meal break. The meal break must be taken no later than five hours after the employee's start of the work. Employees are entitled to another 20-minute meal break for every additional four and a half continuous work hours. Employees will be relieved of all duties for the full 20-minute meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Indiana Meal and Rest Breaks

Non-exempt Indiana employees under 18 who work at least six hours in their workday are entitled and expected to take one or two unpaid, off-duty rest breaks totaling 30-minutes. Employees will be relieved of all duties for the full rest break(s) and are free to leave the premises during that time. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Iowa Meal and Rest Breaks

Non-exempt Iowa employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute rest break. Employees will be relieved of all duties for the full rest break and are free to leave the premises during that time. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Louisiana Meal and Rest Breaks

Non-exempt Louisiana employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Maryland Meal and Rest Breaks

Non-exempt Maryland employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Michigan Meal and Rest Breaks

Non-exempt Michigan employees under 18 who work more than five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Nebraska Meal and Rest Breaks

Employees working in an assembling plant, workshop, or mechanical establishment who work at least eight hours in their workday are entitled to a meal break of 30 consecutive minutes. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time.

Nevada Meal and Rest Breaks

Non-exempt Nevada employees who work at least eight hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to

take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
3.5 – 7 hours	1
7 – 11 hours	2
11 – 15 hours	3

Rest breaks should be taken as near as possible to the midpoint of the shift. Employees may not perform any work during their rest breaks. Employees may waive their rest break. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

New Jersey Meal and Rest Breaks

Non-exempt New Jersey employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

New York Meal and Rest Breaks

Non-exempt New York employees who work at least six hours in their workday which encompasses the noon meal period (11 a.m. to 2 p.m.) are entitled and expected to take an unpaid, off-duty, 60-minute meal break between 11 a.m. and 2 p.m. If an employee starts their workday before 11 a.m. and continues working after 7 p.m., the employee is entitled to the 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m. An employee who works more than six hours in their workday starting between 1:00 p.m. and 6:00 a.m. is entitled to a meal break of at least 60 minutes in the middle of their workday. Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during those times. Employees may not perform any work during their breaks. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

North Carolina Meal and Rest Breaks

Non-exempt North Carolina employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Pennsylvania Meal and Rest Breaks

Non-exempt Pennsylvania employees aged 14 - 17 who work at least five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full 30-minute break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Tennessee Meal and Rest Breaks

Non-exempt Tennessee employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Employees may waive their meal break if both they and Partners Personnel agree in writing. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Utah Meal and Rest Breaks

Non-exempt Utah employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break no later than 5 hours after the start of their shift. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Non-exempt employees under 18 will also receive a 10-minute rest break for every four-hour shift—employees should not work more than three consecutive hours without a 10-minute rest break. Failure to take full meal or rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Virginia Meal and Rest Breaks

Non-exempt Virginia employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Washington Meal and Rest Breaks

Non-exempt Washington employees who work at least five consecutive hours in their workday are entitled and expected to take an unpaid, uninterrupted, off-duty, 30-minute meal break. The meal break must be taken between the second and fifth hour of the employee's shift. Employees may waive their meal break if both they and Partners Personnel agree in writing.

If an employee is required to work an additional three or more hours beyond their normal shift, a second meal break is required either before or during the overtime hours. No employee will be required to work more than five consecutive hours without a meal break.

Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during those times. Failure to take full meal breaks(s) is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every four hours of work. Rest breaks should be taken as near as possible to the midpoint of the shift. No employee is required to work more than three hours without a rest break. Employees cannot waive their rest break. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees under 16 who work at least four hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Such employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every two hours of work. Employees may not perform any work during their meal and rest breaks. Failure to take full meal and rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Wisconsin Meal and Rest Periods

Non-exempt Wisconsin employees under 18 who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break that is "reasonably close" to usual mealtimes. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

LACTATION ACCOMMODATION

Employees may request a lactation and/or breastfeeding accommodation by contacting Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com. Partners Personnel will respond to those requests and provide the employee with reasonable accommodations as required by law. Generally, this means that Partners Personnel will provide all employees who wish to express breast milk or breastfeed at

work with a reasonable amount of break time and space to do so. This break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it is not possible for the time to express milk and/or breastfeed to run concurrently with the paid break time already provided, the break time for expressing milk and/or breastfeeding will be unpaid (except as prohibited by law).

Employees will be provided with a place to express milk and/or breastfeed, other than a bathroom, which has an electrical outlet, is shielded from view, and is free from intrusion from coworkers and the public. The space will include a place for the nursing employee to sit, and a flat surface, other than the floor, to place a pump. Employees will be allowed to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. Partners Personnel will make efforts to provide such a location near an employee's work area. An employee's normal work area may be used if it allows the employee to express milk and/or breastfeed in private.

Partners Personnel is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Partners Personnel will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Partners Personnel an undue hardship. Employees are encouraged to use the DISABILITY ACCOMMODATION REQUEST FORM to help facilitate the process. Partners Personnel will not discriminate against an employee because of the employee's sex, pregnancy, breastfeeding, or lactation.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable.

For employees who work in California, this means that the room also will be safe, clean, free of hazardous materials, contain a place to sit and a surface to place a breast pump and personal items, and have access to electricity or alternative devices (including extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Partners Personnel will also provide access to a sink with running water and a refrigerator suitable for storing milk near the employee's workspace. If a refrigerator cannot be provided, Partners Personnel may provide another cooling device suitable for storing milk. Partners Personnel may forego the above provisions to the extent they would impose an undue hardship by causing Partners Personnel significant difficulty or expense when considered against the size, financial resources, nature, or structure of the Organization's business. If Partners Personnel cannot provide break time or a location that complies with this policy, Partners Personnel will provide a written response to the employee request. Employees who work in California have a right to file a complaint with the Labor Commissioner for any violation of California's lactation accommodation requirements.

For employees in Connecticut, this means the room will be free from intrusion and shielded from the public while the employee expresses breast milk. The room will have access to an

electrical outlet and there will be a refrigerator in or near the room where breast milk may be stored.

For employees who work in New Mexico, this means that the room will be clean, private, and near the employee's workstation, and employees will have flexible break times to express milk and/or breastfeed.

For employees who work in Nevada, this means that the room will be clean, protected from the view of others, and free from intrusion by others. The employee will have reasonable break times to express breast milk as needed.

For employees in New York, this means Partners Personnel will provide unpaid break time or permit the employee to use paid break time or mealtime each day to express breast milk for their nursing child for up to three years following childbirth. Partners Personnel will make reasonable efforts to provide a room or other location near the work area where the employee can express milk in privacy and store their expressed milk.

EMPLOYEE REFERENCES

All requests for references must be directed to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com. Partners Personnel will only disclose the dates of employment and the title of the last position held, unless otherwise required by law or specifically agreed with the employee.

EMPLOYEE GIFT POLICY

Employees may not seek or accept any gifts, favors, entertainment, payment, or loans for themselves or their family members from anyone doing business with PARTNERS PERSONNEL. Unless such items or actions are readily available to the general public, acceptance of gifts of more than \$100.00 value, loans, excessive entertainment, or other substantial favors from any outside concern which does, or is seeking to do business with, or is a competitor of, the Company, without full disclosure to and approval from the employee's Regional Vice President or Senior Operating Committee member. Refer to our Anti-Corruption Policy Rev 8.24.22.pdf Policy:

<https://espererholdings.sharepoint.com/:b:/r/sites/PartnersPersonnel/Shared%20Documents/Human%20Resources/Processes%20and%20Policies/Anti-Corruption%20Policy%20Rev%208.24.22.pdf?csf=1&web=1&e=CcYT07>

EMPLOYEE BENEFITS

Partners Personnel provides eligible employees with the ability to participate in the following employee benefits: 401k, Health, Dental, Vision, life Insurance. Please check the Summary Plan Description(s), which can be obtained from Corporate Human Resources at 805.696.2178, HR

Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com, for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. Partners Personnel may cancel or change the benefits at any time.

401(k)

PARTNERS PERSONNEL offers a 401(k) plan to employees and has elected to operate the Plan as a safe harbor 401(k) plan. This means that the Plan will be exempt from certain compliance testing requirements because of the safe harbor contributions that will be made to the Plan, as described below. Safe harbor contributions will be fully vested and cannot be forfeited, even if you terminate employment.

Safe Harbor

Age Requirement	You are not required to satisfy an age requirement.
Service Requirement	You must complete three consecutive months of service with the Employer, during which you complete at least 400 hours of service.
Entry Date	Your entry date for this contribution type will be the first day of the Plan Year quarter after you meet all of the applicable age and service requirements.

The Company will make safe harbor contributions to all employees who are eligible for safe harbor contributions based upon a basic Matching Contribution formula.

Base Rate	The Company will make a safe harbor Matching Contribution of 100% on your Deferrals up to 3% of your Compensation, plus
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Tier 2	The Company will make a safe harbor Matching Contribution of 50% on your Deferrals that are greater than 3%, but less than or equal to 5% of your Compensation.
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Examples of the Matching Contribution formula are as follows:

Employee Contribution	Employer Match
1% contribution	1% match
2% contribution	2% match
3% contribution	3% match
4% contribution	3.5% match
5%+ contribution	4% match

The amount of your safe harbor matching contribution will be determined based upon your Compensation and contributions into the Plan during each payroll period. If you have questions about our 401K program, you may submit a help desk ticket to aa744de5@hd.plumsail.com HR@espererholdings.com or call 805.696.2178.

TIMEKEEPING REQUIREMENTS FOR NON-EXEMPT EMPLOYEES

All non-exempt and exempt employees are required by the Company to prepare timecards as instructed, indicating hours worked and absences during each pay period. Depending on your specific assignment, you may be required to complete a paper timesheet from your branch or complete your timecards using an electronic timekeeping system at the client worksite. All timecards are to be filled in on a daily basis. Timecards shall not reflect an automatic listing of scheduled hours, but must reflect actual hours worked, regardless of whether or not actual hours are the same as scheduled hours. Rest periods are with pay and are not recorded on the employee’s timecard. Meal periods are without pay and accordingly the start and end times of meal periods must be recorded on the employee’s timecard.

Falsifying or altering timecards or completing the timecard of another employee are grounds for disciplinary action, up to and including termination.

The timecard should reflect all missed time from work and the reason (i.e., paid sick leave¹, unexcused absence, early quit, late arrival, etc.).

No “corrections” of original timecard entries are permitted on timecards without the approval of the employee’s on-site client supervisor or branch staff and the employee’s sign off. Employees should immediately report any errors on their timecards to their Branch Manager. Each employee will be required to certify that their time records are accurate. Clocking in or out for another employee or falsifying one’s own or another employee’s time records is dishonest and may lead to immediate termination of employment.

OVERTIME

As necessary, employees may be required to work overtime, though only non-exempt employees qualify for overtime pay. Before working overtime, non-exempt employees must obtain written permission from their supervisor. If non-exempt employees work overtime without permission, they may be subject to discipline, possibly including termination of employment. Partners Personnel will provide compensation for all overtime hours worked by non-exempt employees in accordance with applicable law.

Employees who work in Massachusetts may also be subject to the Commonwealth’s “Blue Laws,” which prohibit most employers from requiring employees to work on Sundays and certain holidays. Employees can still *voluntarily* work on Sundays and holidays and may be entitled to premium pay, but they will not be coerced into doing so. More information, along with a list of possible exemptions, is available at <http://www.mass.gov/lwd/labor-standards/dls/mass-blue-laws/overview.html> on Massachusetts’s website.

SALARY PAY FOR EXEMPT EMPLOYEES

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any day in which they perform any work. An exempt employee’s salary is intended to pay for all hours worked during each pay period, regardless of the employee’s scheduled or tracked hours. Partners Personnel will comply with the salary requirement of the Fair Labor Standards Act and applicable state law.

PAYROLL DEDUCTIONS

¹ An employee is eligible to accrue and use paid sick leave, if a state addendum applicable to the employee (if any) contains a paid sick leave policy and if the employee otherwise satisfies the requirements of such a paid sick leave policy.

The law requires Partners Personnel to withhold pay when legally required, such as for federal income tax, state income tax, the Federal Insurance Contributions Act (FICA), Social Security, Medicare, and state disability insurance. Employees should contact Branch Manager to change their exemptions or marital status for income tax withholding purposes. Associates can log in to the WebCenter by signing in to PartnersPersonnel.com and selecting Employee Login. Or Contact their home branch to request changes.

Employees who believe that an improper deduction has been made to their salary should immediately report this information to their direct supervisor or to Branch Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction was made, employees will be promptly reimbursed.

PAYMENT OF WAGES

Employees will be paid every Friday for work performed during the previous week, or on a less frequent period if contemplated in the employee's offer letter or employment agreement and as permitted by applicable law. If a regular payday falls on a holiday, employees will be paid on the preceding workday. All checks not picked up my Friday will be mailed to the last known home address on file, if no other arrangements are made with the branch. Partners Personnel does not permit advances against paychecks or against PTO (Paid Time Off).

DIRECT DEPOSIT

Partners Personnel allows employees to use direct deposit. Self-Serve Employee WebCenter. Associates can log in to the WebCenter by signing in to PartnersPersonnel.com and selecting Employee Login. Or contact their home branch to request changes.

SOCIAL SECURITY

Social Security benefits provide a source of supplemental retirement income and medical insurance coverage for employees who reach certain ages. Social Security is administered by the United States federal government. Federal law requires employees to contribute a certain percentage of their compensation to the program. These contributions are reflected on employees' paychecks as "FICA," which stands for Federal Insurance Contributions Act. Partners Personnel matches employees' FICA contributions and remits the employee and employer contributions to the Social Security program. Employees may not opt out of Social Security contributions.

Though Partners Personnel contributes to and remits payments for Social Security, there is no guarantee of any specific eligibility or level of benefits provided to employees. Employees

should contact the nearest Social Security Administration office for additional information or questions.

Partners Personnel is committed to maintaining the confidentiality of all Social Security Numbers (SSNs) and implements safeguards to prohibit unlawful disclosure and limit access to only authorized employees. Documents containing SSNs will be made unreadable before disposal, while digital files will be erased using data-destruction methods that prevent data recovery. Violations of this policy may result in discipline, possibly including termination.

Virginia employees will not have their SSNs as their identification number or include on any identification or access card or badge.

BUSINESS EXPENSE REIMBURSEMENT POLICY

This policy is intended to provide employees with a clear understanding of the Organization's policies and procedures related to the reimbursement of business-related expenses. Employees should review and adhere to these guidelines. It is important for employees to always use good judgment and exercise careful stewardship over the Organization's assets and make good decisions about incurring and submitting business expenses. [Travel and Business Expense Policy](#)

INTERNAL PAY TRANSPARENCY POLICY

Partners Personnel complies with state requirements to disclose rates of compensation, including wage ranges, pay scales, and salary ranges. Employees may be entitled to this information for their current position or a new position or promotion they are applying for. When not legally required, requests for wage ranges will be determined on a case-by-case basis. Employees will not be prohibited from discussing or disclosing their wages. Employees should contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com with any questions or to submit a request under this policy. Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](#) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

California employees may request the pay scale for the position they are currently employed in or for a position or promotion they are applying for. While Partners Personnel has 15 or more employees, all job postings will include the pay scale for the position. Upon hire, employees must sign a wage notice, which acknowledges they received all required wage disclosures.

Colorado employees will be notified of internal opportunities for promotion. This notice will include the rate or range of compensation and benefits information for the position.

Connecticut employees may request the wage range for their current position. Employees will also be provided with the pay range for their position when they are hired or change positions within the company.

Delaware employees will be notified, in writing, of their wage rate and the day, hour, and place of payment upon hiring or change of position.

Illinois employees will be provided with their wage rate and the time and place of payment upon hire. Employees will also be notified of any changes to that information before the change occurs.

Maryland employees who are applying for an internal position or promotion may request the wage range for the position they are applying for.

Nevada employees that apply for a promotion or transfer may request the wage range for the new position. To be eligible to make this request, the employee must have applied for the position and either interviewed for or been offered the position.

New York employees will be provided with written notice of their regular payday, pay rate, and any overtime rate prior to beginning work in a position. Employees will be expected to return a written acknowledgment that they have received the notice.

Upon hire, Partners Personnel will provide written notification to **North Carolina** employees of promised wages and the day and place for payment. Partners Personnel will provide written notice of any change to the promised wages at least one pay period prior to the change taking effect.

Partners Personnel will notify **Pennsylvania** employees of the pay range for their position, the time and place of payment, and the amount of any fringe benefits available to the employee at the time of hire. Employees will also be notified of any change made to that information before the change takes effect.

South Carolina employees will be provided with written notice of their normal hours, wages, time and place of payment, and any deductions at the time of hiring. Any changes to that information will be provided to employees at least seven days in advance of the change taking effect, except in the case of wage increases.

Utah employees will be notified of their wage rate and the day and place of payment. Employees will be notified of any change to that information prior to the change taking effect.

While Partners Personnel has 15 or more employees, **Washington** employees offered an internal transfer to a new position or promotion may request the wage range for the new position.

PERSONNEL FILES

An employee's personnel files may contain the employee's personal information, emergency contact information, job application, resume, offer letter, employment contract, employee benefit forms, tax withholding forms, handbook acknowledgments, annual reviews,

accomplishments and awards, trainings and workshops or seminars completed, conduct and attendance issues, complaints, disciplinary actions, and other information.

Personnel files are managed and maintained by Corporate Human Resources. Employees should keep their personnel file up to date by informing Corporate Human Resources at HR@Espererholdings.com 805.696.2178 of any changes and immediately respond to any requests by the Organization to update or review the employee's personal information. However, some personal information can be updated by employees directly using SelfServe, which can be accessed at Partnerspersonnel.com Employee Login . Employees who need assistance navigating or updating SelfServe can contact System and Support 5f72d10d@hd.plumsail.com for additional assistance. Unreported changes can affect withholdings and benefit coverage, and outdated emergency contact information can cause serious health or safety risks.

Personnel files are confidential and will be maintained in accordance with federal and state law, including being discarded once retention time limits have passed. As required by law, personnel files will be maintained separately from protected or non-work-related data, including medical records. Employees should contact Corporate Human Resources at HR@Espererholdings.com 805.696.2178 with questions or concerns about the contents of their personnel files or to review their files.

EXIT INTERVIEWS

Exit interviews help Partners Personnel gather useful information from departing employees, including reasons for employee departure, positives and negatives about Partners Personnel, obstacles to employees' efficiency and success, and how Partners Personnel can improve. Candid employee feedback is valuable and encouraged.

Employees who have provided a notice of resignation may be asked to participate in an exit interview. Partners Personnel will neither require employees to participate in an exit interview nor retaliate against those who decline.

Exit interviews may be conducted in person, by phone or video, or through a written questionnaire. Information disclosed in exit interviews will be kept confidential. Insights and recommendations gathered from exit interviews will be used and presented in aggregate or anonymous formats. However, if employees inform Partners Personnel of serious or illegal conduct (e.g., harassment, discrimination, embezzlement), Partners Personnel will act

immediately and may disclose exit interview information according to Partners Personnel policy or law.

TERMINATION OF EMPLOYMENT

The Organization strives to ensure all employment terminations are handled in a professional manner with minimal disruption to Partners Personnel's operations. Partners Personnel will provide departing employees with any information necessary to facilitate their transition. Departing employees may be asked to help transition work or knowledge to other employees.

Types of Termination

Employment relationships can end due to a voluntary termination, involuntary termination, or death.

Voluntary termination occurs when employees:

1. Resign from employment;
2. Retire;
3. Fail to report to work without notice for three (3) consecutive business days; or
4. Fail to return from an approved leave of absence on the specified date.

At-will employees may resign from their employment at any time, for any reason or no reason, with or without notice. Partners Personnel requests at least two (2) weeks' written notice from employees before their resignation. Employees hired for a specific term must provide the appropriate notice outlined in their employment agreements. Employees can provide written notice to their supervisor. Supervisors should save the resignation notice in the Beyond employee profile. Copy of the resignation notice may also be provided to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com.

Involuntary termination occurs when an employee is terminated by the Organization. Partners Personnel may terminate an at-will employee's employment with or without cause, for any reason or no reason, with or without notice, at any time. A termination without cause occurs when Partners Personnel determines that the employee's services are no longer needed. This could result from a layoff or reorganization of the Organization, a department, or a position.

A termination for cause typically refers to a termination due to the employee's misconduct or failure to perform job duties. This could be due to the employee's (i) continued failure to adequately perform job duties; (ii) failure or refusal to comply with Partners Personnel policies, standards, and regulations; (iii) acts of personal dishonesty, fraud, embezzlement, misrepresentation, or other acts harming the Organization; (iv) violation of federal or state law

applicable to the Organization's business; (v) felony conviction; or (vi) breach of the employment agreement.

Employees are deemed to be terminated as of their date of death.

Benefits and Final Payment

Partners Personnel will provide departing employees with information about any post-termination employee benefits and any termination notices or information required by law. If severance pay is offered to the employee, it will be communicated to the employee in writing. Resigning employees may be asked to participate in an exit interview. Employees' final wage payment will be paid to the employee in accordance with state law. In cases of an employee's death, the final wage payment will be paid to the deceased employee's estate or as otherwise required by law. In the case of a deceased employee, Partners Personnel will process all appropriate beneficiary payments for any employee benefits plans. All accrued but unused PTO is forfeited upon termination of employment, except as prohibited by law.

Return of Company Property

Upon termination of employment, employees must return all Partners Personnel property immediately. Employees must conduct a thorough search of their homes, personal computers, cars, personal phones, cloud accounts, tablets, external drives, personal emails, and any other place where Partners Personnel property (whether in electronic or hard copy form) may reside and return it immediately. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged property.

Employees must preserve the confidentiality of Partners Personnel confidential information after termination of employment.

Employment References

In accordance with the Employee References Policy, Partners Personnel will only disclose the dates of employment and the title of the last position held if the Organization is contacted to provide a reference for the employee, unless otherwise required by law or specifically agreed with the employee.

ARTIFICIAL INTELLIGENCE IN THE WORKPLACE

Artificial intelligence is a powerful tool that Partners Personnel trusts its employees to use in innovative and efficient ways to help us grow and succeed. Employees have access to . While AI (Artificial Intelligence) tools are powerful, they also have many known limitations. Employees should be aware of these limitations as they use AI and follow all Partners Personnel procedures provided in this policy.

Using AI is a collaborative process between humans and computers. AI can be useful at most stages of the work process, but it should never be used as the final step. There is no algorithm for truth, and outputs may be inaccurate, misrepresented, or even made up. AI may also have biases that impact its outputs. All AI outputs must be reviewed for clarity, truthfulness, and accuracy. Do not use AI tools to review AI outputs. All AI-generated content should be expressly identified and associated with a human reviewer. Employees will be held accountable for errors in the AI work that they generate and review.

Our intellectual property is important, and AI should not be used in any way that may harm the organization. Because AI generators may use the information they are provided for future use and training, employees should be mindful of what information they provide to any AI. Employees should never use AI for any issue that involves confidential or secret information. This includes private communication between employees and others. Employees may not input any company confidential information into an AI platform. Because the legal and business landscape surrounding AI is complex and evolving, employees must consult with Human Resources before using or publishing any AI-generated content.

Employees are encouraged to reach out to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com if they have questions about the use of AI in the workplace. This includes questions about the proper use of AI or concerns about the use of AI at Partners Personnel.

TIME OFF

This section explains when employees can take time off work.

LEAVE OF ABSENCE

Partners Personnel values employee well-being and happiness. Employees may need to take time away from working to recover from physical or mental health conditions or to care for a family member. During a leave, employees remain employed by the Organization but are not expected to perform their normal job duties or report to work.

Eligibility

Employees who are not able to perform the core duties of their position for more than seven calendar days due to a medical or physical health condition should consult with the Organization immediately about taking a leave of absence to recover. The Organization will engage in an interactive process to determine how to best help the employee recover and return to work. Leave taken under this policy is separate from any available leave under the FMLA or state equivalent. Requests for a leave of absence must be made . The Organization may approve or deny leave requests at its sole discretion.

Purpose

A leave of absence may be necessary to help employees recover and seek treatment for a mental or physical health condition that prevents them from performing the core duties of their position.

Duration and Frequency

Employees are eligible for a leave of absence under this policy once every year following completion of the most recent leave of absence and if no other leave of absence is available.

Payment and Benefits

Time Off

Time off taken for approved Family and Medical Leave Act (FMLA) leave or similar state-required leave, if applicable, will not be considered when determining whether an employee is eligible for a leave of absence. Employees on a leave of absence will not be required to use any paid leave and do not accrue additional paid leave during this leave.

PAID SICK LEAVE

Eligibility

All employees are eligible to accrue paid sick leave under this Paid Sick Leave policy, except for those employees whose assigned worksite is within one of the following cities: San Diego, Los Angeles, Santa Monica, San Francisco, Berkeley, Oakland, or Emeryville. Employees whose assigned worksite is within one of the aforementioned cities will be provided with the paid sick leave policy applicable to their assigned worksite location and will accrue paid sick leave consistent with that policy.

Accrual

Eligible employees accrue paid sick leave as they work, at a rate of one (1) hour of paid sick leave for every 30 hours worked, up to a maximum accrual cap of 80 hours. New hires begin accruing paid sick leave at the start of their employment. For purposes of accrual, exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work less than 40 hours per week, in which case paid sick leave accrues based upon their usual schedule. Employees may begin using any accrued paid sick leave on the 90th day of their employment.

Paid sick leave carries over year to year until the maximum accrual cap of 80 hours is reached. Once an employee reaches the 80-hour accrual cap, they will not accrue any further paid sick leave until they use some paid sick leave and therefore fall below the accrual cap.

Non-exempt employees are permitted to use five (5) days or 40 hours of paid sick leave per calendar year (January 1st to December 31st). Exempt employees are permitted to use five (5) days or 40 hours of paid sick leave per calendar year.

Usage

Upon written or oral request, employees may use sick leave for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or an employee's family member; (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, including, without limitation, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; to seek medical attention for injuries caused by crime or abuse; to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse; to obtain psychological counseling or mental health services related to an experience of crime or abuse; or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or (3) As otherwise permitted by applicable law.

For purposes of this policy, "family member" means any of the following: (1) a child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;

(3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; (7) a sibling; and (8) a designated person. For purposes of this policy, a “designated person” means a person identified by the employee at the time the employee requests paid sick leave, however, an employee shall be limited to one designated person per 12-month period for paid sick leave.

Employees may use sick leave in minimum increments of two (2) hours. If the absence extends beyond two (2) hours, the actual time absent will be deducted from the employee’s paid sick leave bank.

Notice

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to their branch manager. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees using paid sick leave will not be responsible for finding another employee to cover their missed work time.

Employees are to direct all questions about leaves of absence to their home branch or to Corporate Human Resources team. At no time is an Associate to request leave from a client. To contact Corporate Human Resources, please call 805.696.2178, send an email to HR@espererholdings.com, or submit a help desk ticket to Human Resources by emailing aa744de5@hd.plumsail.com.

Payment

For non-exempt employees, sick leave will be calculated based on the regular rate of pay for the work week in which the employee uses sick leave. For exempt employees, sick leave will be paid at the rate being earned at the time the sick leave is taken.

Sick leave benefits will be integrated with benefits provided under State Disability Insurance, if any. In no event shall the combination of disability benefits, plus sick leave benefits, exceed regular earnings.

Unused sick leave will not be paid out upon termination. Employees falsifying the need for paid sick leave are subject to disciplinary action up to and including termination of employment.

Arizona Paid Sick Leave

Employees in Arizona accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of such employee or such employee’s family member, including for medical diagnosis, care, or treatment, or preventative care;

- The employee’s place of business has been closed by order of a public official due to a public health emergency or an employee need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- If the employee, or their family member, are a victim of domestic violence, sexual violence, abuse, or stalking, time off to obtain:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
 - Services from a domestic violence or sexual violence program or victim services organization;
 - Psychological or other counseling;
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - Legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking; or
- Other reasons provided under applicable law.

Under this policy, “family member” means, regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom an employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; person to whom an employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision; grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of an employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in

increments of the smaller of one hour or the smallest increment that the Company's payroll system uses to account for absences or use of other time. Any available paid sick leave will be carried over to the next year, up to a total of 40 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within nine months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

California Paid Sick Leave

California employees who work for 30 or more days per year in California are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 80 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;

- Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a: biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; or sibling. Employees may use up to one-half of their annual paid sick leave accrual to care for a family member.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any available paid sick leave will be carried over to the next year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an

investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Berkeley, California Paid Sick Leave

Employees who (i) work at least 2 hours per week in Berkeley and (ii) are entitled to California minimum wage or are participating in the Welfare-to-Work Program are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; and
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or other designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30

hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any available paid sick leave will be carried over to the next year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy, not to exceed \$15 of expenses to the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Emeryville, California Paid Sick Leave

Employees who (i) work at least 2 hours per week in Emeryville and (ii) are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use up to 72 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- Aid or care for a guide dog, signal dog, or service dog;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:

- Seek medical attention for injuries caused by crime or abuse;
- Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- Obtain psychological counseling or mental health services related to an experience of crime or abuse;
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
- Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or a designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. Within 30 days of beginning work, employees will have 14 days to make such designation. Employees may make or update their designation during a 14-day window by January 31st annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any unused paid sick leave will be carried over to the next year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Los Angeles, California Paid Sick Leave

Employees who (i) work at least 2 hours per week in Los Angeles, (ii) are entitled to California minimum wage, and (iii) have worked for Partners Personnel for at least thirty days are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis

when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or person related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over unused sick leave year-to-year, up to 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Oakland, California Paid Sick Leave

Employees who work at least 2 hours per week in Oakland and are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking to:

- Seek medical attention for injuries caused by crime or abuse;
- Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- Obtain psychological counseling or mental health services related to an experience of crime or abuse;
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
- Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over unused earned sick leave year-to-year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy, not to exceed \$5 of expenses to the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate

from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Diego, California Paid Sick Leave

Employees who (i) work at least 2 hours per week in San Diego and (ii) are entitled to California minimum wage or are participating in the Welfare-to-Work Program are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 80 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- The illness, injury, or medical condition of the employee renders the employee physically or mentally unable to perform the employee's duties;
- To obtain professional diagnosis or treatment for a medical condition;
- Other medical reasons of the employee, such as pregnancy or obtaining a physical examination;
- To provide care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical condition;
- The employee's place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or child care provider is closed by order of a public official due to a public health emergency;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention needed to recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a victim services organization;

- Obtain psychological or other counseling;
- Relocate due to the crime or abuse; or
- Obtain legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, foster child, stepchild, legal ward, a child to whom an employee or spouse stands in loco parentis of either the employee, the employee’s spouse or the employee’s domestic partner; biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee’s spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; domestic partner; grandparent; grandchild; or sibling, half-sibling, or step-sibling.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over any earned unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide at least seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Francisco, California Paid Sick Leave

Employees who work at least 56 hours per year in San Francisco are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- To donate an organ or bone marrow or care for a family member who donates an organ or bone marrow; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a biological, adopted, or foster child, stepchild, or legal guardian of the employee or a domestic partner, or a child to whom an or their domestic partner employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over any earned but unused paid sick leave year-to-year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Francisco, California Public Health Emergency Leave

This policy only applies when Partners Personnel has at least 100 employees worldwide and at least one employee in San Francisco.

On January 1 of each year, San Francisco employees are eligible for Public Health Emergency Leave ("PHEL") in the following amounts:

- **Full Time, Regular, or Fixed Schedule Employees.** The number of hours over a two-week period that the employee regularly works or takes paid leave, not to exceed 80 hours.
- **Varied Schedule Employees.** The average number of hours the employee worked or took paid leave over a two-week period, not to exceed 80 hours, during:
 - the previous calendar year;
 - the time since their start date if they began work after the beginning of the previous calendar year; or

- the previous six months (or since the employee's start date if employed for less than six months) if not employed at the beginning of the current calendar year.

Employees who were not employed by the Organization on January 1 of a calendar year will receive leave on the start date of the first Public Health Emergency that begins during their employment. The amount of leave allocated is calculated using the same method listed above.

Employees may use PHEL when they are unable to work due to the following reasons:

- Recommendations or requirements of an individual or general federal, state, or local health order – including an order issued by the local authority where an employee resides – related to the public health emergency, or the employee is caring for a family member subject to such an order;
- A healthcare provider advises an employee to isolate or quarantine, or the employee is caring for a family member who has been so advised;
- The employee is experiencing symptoms of and seeking a medical diagnosis, or has received a positive medical diagnosis, for a possible infectious, contagious, or communicable disease associated with the public health emergency, or the employee is caring for a family member who is experiencing symptoms;
- The employee is caring for a family member whose school or place of care has been closed, or whose care provider is unavailable, due to the public health emergency; and
- An air quality emergency, if the employee primarily works outdoors and is a member of a vulnerable population, *i.e.*, diagnosed with heart or lung disease; has respiratory problems like asthma, emphysema, and chronic obstructive pulmonary disease; is pregnant; or is age 60 or older.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, or legal guardian of the employee or a domestic partner, or a child to whom an or their domestic partner employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use PHEL to aid or care for. The employee has 10 days from their receipt of PHEL to make such a designation. The employee may make or update the designation during a 10-day window determined by the Organization annually thereafter.

Employees are entitled to use PHEL beginning on the 1st day of employment. If federal, state, or San Francisco law requires employers to provide paid leave or paid time off to address a

public health threat, and employees may use leave under this policy for covered reasons under the ordinance, this policy will offset the leave requirements of the new law.

If the need for PHEL is foreseeable, employees must provide reasonable advance notice to the Company. If the need for PHEL is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation to confirm an Employee's status as a member of a Vulnerable Population, if that Employee uses PHEL for a use inapplicable to an Employee who is not a member of a Vulnerable Population.

Abuse of the Organization's PHEL policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, PHEL. In addition, an employee will not be retaliated against for filing a complaint alleging violations of PHEL laws, for cooperating in an investigation or prosecution of an alleged violation of PHEL laws, or opposing any policy, practice, or act prohibited by any applicable PHEL laws.

Santa Monica, California Paid Sick Leave

Employees who work at least 2 hours per week in Santa Monica and are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or

- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; or sibling.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over any earned but unused sick leave year-to-year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick days will be reinstated.

Abuse of the Organization’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Colorado Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of an employee or the employee’s family member, including for medical diagnosis, care, or treatment, or preventative medical care;
- If the employee, or their family member, is a victim of domestic abuse, sexual assault, or harassment and the use of the leave is to:

- Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
- Obtain services from a victim services organization;
- Obtain mental health or other counseling;
- Seek relocation due to the domestic abuse, sexual assault, or harassment; or
- Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
- Due to a public health emergency, a public official has ordered the closure of the employee's place of business or the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child;
- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
- To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events;
- To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events; or
- Other reasons as provided under applicable law.

Under this policy, "family member" means an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption); a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Employees begin to accrue sick leave when their employment begins and are entitled to use accrued paid sick days as they are accrued. Partners Personnel may loan paid sick leave to an employee in advance of its accrual. Employees may take sick leave in increments of one hour. Employees may carry over up to 48 hours of earned sick leave to the next year. Hours carried over in this way will count towards an employee's yearly 48-hour cap on accrued sick leave.

If the need for paid sick leave is foreseeable, employees must make a good faith effort to provide notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for

paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for four or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Any unused sick days will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to search for or find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against an employee because the employee has exercised, attempted to exercise, or supported the exercise of the employee's sick leave rights. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for participating in an investigation, hearing, or proceeding of an alleged violation of paid sick leave laws.

Colorado Supplemental Paid Sick Leave during a Public Health Emergency

On the date a public health emergency is declared Partners Personnel will supplement each employee's accrued paid sick leave as necessary to ensure that an employee may take paid sick leave for the purposes specified in this policy.

The Company will count an employee's unused, accrued paid sick leave towards the supplemental sick leave provided in this policy. Employees who normally work forty or more hours in a week will be eligible to use up to eighty hours of supplemental paid sick leave. Employees who normally work fewer than forty hours in a week will be eligible to use the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period of supplemental paid sick leave.

Employees may use supplemental sick leave related to a public health emergency, to:

- Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
- Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek or obtain a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;

- Seek preventive care concerning a communicable illness that is the cause of a public health emergency;
- Care for a family member who:
 - Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;
 - Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
 - Is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;
- A local, state or federal public official or health authority having jurisdiction over the location in which the employee's place of employment is located or the employee's employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
- Care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- Care for a child or other family member when the individual's childcare provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

If the need for sick leave is foreseeable and the Company's place of business has not been closed, employees should notify the Company of the need for paid sick leave under this policy. Employees are only eligible for the allotment of supplemental paid sick leave once during the entirety of a public health emergency even if the public health emergency is amended, extended, restated, or prolonged. Employees may use supplemental paid sick leave until four weeks after the official termination or suspension of the public health emergency.

Connecticut Paid Sick Leave

This policy only applies when Partners Personnel has 50 or more employees in the state of Connecticut.

Connecticut employees who are service workers under Connecticut law are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- The injury, illness, or health condition of an employee or the employee's child or spouse, including for preventative care, medical diagnoses, or treatment of a physical or mental illness;
- If the employee or their child is a victim of family violence or sexual assault, time off:
 - For medical care or psychological or other counseling for physical or psychological injury or disability;
 - To obtain services from a victim services organization;
 - To relocate due to such family violence or sexual assault; or
 - To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault;
- For a mental health wellness day; or
- Other reasons provided under applicable law.

Employees are entitled to use accrued paid sick days beginning after the 680th hour of employment and must have worked an average of 10 or more hours per week for the Organization in the most recent complete calendar quarter, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of unused earned sick leave to year-to-year.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation may include documentation signed by a health care provider who is treating the employee or the employee's child or spouse indicating the need for the number of days of such leave, or a court record or documentation signed by an employee or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel for any reason and are rehired, any unused paid sick days will be not reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Illinois Paid Leave

This policy applies to all Illinois employees not covered by a municipality or county paid leave ordinance.

Employees accrue paid sick leave at a rate of one hour per 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason, including to assist an immediate family member with an illness, injury, medical appointment, or other authorized medical need.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours, unless an employee's shift is less than two hours long. Employees may carry over up to 80 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide seven days' advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner

that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees will not be required to provide any documentation or certification to support their need to for leave.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 12 months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of or attempt to use sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Chicago, Illinois Paid Leave and Paid Sick and Safe Leave

This policy applies when Partners Personnel has one or more employees who worked at least two hours in Chicago in any two-week period.

Employees who work (i) at least two hours in Chicago in any two-week period and (ii) at least 80 hours for Partners Personnel within any 120-day period are eligible for paid sick leave under this policy. Employees accrue paid sick leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 60 hours per year of paid sick leave for the following reasons:

- The employee is ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders
- A covered family member is ill or injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
- The employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a family member whose school, class, or place of care has been closed;

- The employee, or a covered family member, is the victim of domestic violence or a sex offense (stalking, aggravated stalking, cyber stalking);
- The employee obeys an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee: to stay at home to minimize the transmission of a communicable disease, to remain at home while experiencing symptoms or sick with a communicable disease, to obey a quarantine order issued to the employee, or to obey an isolation order issued to the employee; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

Employees are entitled to use accrued paid sick days beginning on the 180th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than four hours. Half of any available paid sick leave will be carried over to the next year, up to 20 hours. If Partners Personnel is subject to the Family and Medical Leave Act, employees may carry over up to 40 hours of additional available sick leave to use exclusively for Family and Medical Leave Act eligible purposes.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes documentation signed by a licensed health care provider; police report; court document; signed statement from an attorney, a member of the clergy, or a victim services advocate; or a written statement from the employee, or any other person who has knowledge of the circumstances.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law.

Abuse of the Organization’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the

employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Cook County, Illinois Paid Sick Leave

Employees who work at least 80 hours for Partners Personnel within any 120-day period are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 60 hours per year of paid sick leave for the following reasons:

- The illness or injury of the employee or the employee's family member for the purpose of receiving medical care, treatment, diagnosis, or preventive medical care;
- The employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
- The employee, or their family member, is a victim of domestic violence or a sex offense;
or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

Employees are entitled to use accrued paid sick days beginning on the 180th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Half of any available paid sick leave will be carried over to the next year, up to 20 hours. If Partners Personnel is subject to the Family and Medical Leave Act, employees are permitted to carry over up to 40 hours of additional available sick leave to use exclusively for Family and Medical Leave Act eligible purposes.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must

provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes documentation signed by a licensed health care provider; police report; court document; signed statement from an attorney, a member of the clergy, or a victim services advocate; or a written statement from the employee, or any other person who has knowledge of the circumstances.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. If employees separate from Partners Personnel and are rehired within 120 days from their date of separation, their earned but unused paid sick days that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Maryland Sick Leave

Maryland employees (i) who work at least 12 hours per week and (ii) whose primary work location is in Maryland are eligible for sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 64 hours per year of sick leave for the following reasons:

- The physical or mental illness, injury, or condition, of the employee or the employee's family member;
- Maternity or paternity leave;
- To obtain relief in response to a domestic or sexual assault of the employee or a family member; or
- Other reasons provided under applicable law.

Under this policy, "family member" includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian.

Employees are entitled to use accrued sick leave beginning on the 106th day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Employees may carry over up to 40 hours of earned sick leave to the next year but may not accrue more than 64 hours of sick leave.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 37 weeks from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Montgomery County, Maryland Paid Sick Leave

Employees who work at least 8 hours per week in Montgomery County are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 80 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or condition of the employee or the employee's family member, including for preventative care;
- If the employer's place of business or the school or childcare center for the employee's family member has closed by order of a public official due to a public health emergency;
- To care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease;

- For the birth of a child, or for the placement of a child with the employee for adoption or foster care;
- To care for a newborn, newly adopted, or newly placed child within one year of birth, adoption, or placement;
- If the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological child, adopted child, foster child, or stepchild; a child for whom the employee has legal or physical custody or guardianship; a child for whom the employee is the primary caregiver; a biological parent, adoptive parent, foster parent, or stepparent of the employee or the employee's spouse; a legal guardian; an individual who served as the primary caregiver of the employee when the employee was a minor; a spouse; a grandparent; a spouse of a grandparent; a grandchild; a biological, adopted, or foster sibling; or the spouse of a biological, adopted, or foster sibling.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Any available sick leave will be carried over to the next year, but employees may only accrue up to a total of 56 hours.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within nine months from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws; for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws; or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Michigan Paid Sick Leave

This policy only applies when Partners Personnel has 50 or more employees.

Employees who work at least 25 hours per week and whose primary work location is in Michigan are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or a family member, including to obtain medical diagnosis, care, treatment, or preventative medical care;
- If the employee or the employee's family member is a victim of domestic violence or sexual assault:
 - Obtain services from a victim services organization;
 - Relocate due to domestic violence or sexual assault;
 - Obtain legal services; or
 - Participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
- If the employee's primary workplace or a child's school or place of care is closed by order of a public official due to a public health emergency;
- To quarantine after exposure to a communicable disease, as recommended by health authorities; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis; biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; individual to whom the eligible employee is legally married under the laws of any state; grandparent; grandchild; or biological, foster, or adopted sibling.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick days that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Nevada Paid Leave

This policy only applies when Partners Personnel has 50 or more employees and has been operating for at least two years.

Employees accrue paid sick leave at a rate of 0.01923 hours per hour worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for any reason, including to assist an immediate family member with an illness, injury, medical appointment, or other authorized medical need.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Employees may carry over up to 40 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 90 days from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of or attempt to use sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New Jersey Paid Sick Leave

Employees in New Jersey accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or other adverse health condition of the employee or the employee's family member, including for diagnosis, care, treatment, recovery, or preventative care;
- If the employee or a family member is the victim of domestic or sexual violence, time off to:
 - Recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a designated domestic violence agency or other victim services organization;
 - Seek psychological or other counseling; relocation; or legal services, including obtaining a restraining order; or
 - Prepare for or participate in any civil or criminal legal proceeding related to the crime or abuse;
- Closure of the employee's workplace or a child's school or place of care by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;

- To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability; or
- Other reasons provided under applicable law.

For the purpose of this policy, "family member" means: a child or grandchild; a sibling; a spouse, domestic partner, or civil union partner; a parent or grandparent; a spouse, domestic partner, civil union partner of a parent or grandparent; a sibling of a spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 120th day of employment, after which they may use paid sick leave as it is accrued. Employees may carryover up to 40 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes verification signed by a health care professional; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; testimonial from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional; or a copy of the order of the public official or the determination by the health authority.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or

prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New Mexico Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may use paid sick leave for the following reasons:

- For the care of the employee's family member's or the employee's own;
 - mental or physical illness, injury, or health condition;
 - medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or
 - preventive medical care;
- For meetings at the employee's child's school or place of care related to the child's health or disability; or
- For absence necessary due to domestic abuse, sexual assault, or stalking suffered by the employee or a family member of the employee; provided that the leave is for the employee to:
 - obtain medical or psychological treatment or other counseling;
 - relocate;
 - prepare for or participate in legal proceedings; or
 - obtain services or assist a family member of the employee with any of the above activities.
- Other reasons provided under applicable law.

Under this policy, "family member" means an employee's spouse or domestic partner, or a person related to the employee or their spouse or domestic partner as: (i) a biological, adopted, or foster child, a stepchild or legal ward, or a child to whom the employee stands in loco parentis; (ii) a biological, foster, step or adoptive parent or legal guardian, or a person who stood in loco parentis when the employee was a minor child; (iii) a grandparent; (iv) a grandchild; (v) a biological, foster, step, or adopted sibling; (vi) a spouse or domestic partner of a family member; or (vii) a person whose close association with the employee or their spouse or domestic partner is the equivalent of a family relationship.

Employees are entitled to accrue and use paid sick days beginning on July 1, 2022 , after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carryover up to 64 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. When possible, employees should include the expected duration of the sick leave they plan to take with their notice. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for two or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against any employee for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New York Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for diagnosis, care, treatment, or preventative care;
- Closure of the employee's place of business or a child's school or childcare provider by order of a public official due to a public health emergency;
- If the employee or their family member are a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking, time off to:

- Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - Enroll children in a new school; or
 - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- Other reasons provided under applicable law.

Under this policy, "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or child or parent of the employee's spouse or domestic partner. "Parent" means a biological, foster, step, or adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick days that they had at the time of separation will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New York City Sick and Safe Time

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for diagnosis, care, treatment, or preventative care;
- Closure of the employee's place of business or a child's school or childcare provider by order of a public official due to a public health emergency;
- If the employee or their family member are a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking, time off to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - Enroll children in a new school; or
 - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- Other reasons provided under applicable law.

Employees only earn leave under this policy for work done within the City of New York. Remote employees working outside of New York City are not eligible for leave under this policy, even if the Organization is located in the city. Hybrid employees are eligible for leave under this policy if they regularly perform work in New York City during a calendar year.

Under this policy, "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or child or parent of the employee's spouse or domestic partner. "Parent" means a biological, foster, step, or adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year up to a total of 56 hours.

If the need for paid sick leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees should contact their supervisor to provide notice. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation, such as signed certification from a licensed health care provider or law enforcement, that the paid sick time has been used for a purpose set forth in this policy. Employees should submit this document to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com when requested. Employees will be reimbursed for the reasonable costs of obtaining documentation.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick days that they had at the time of separation will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Philadelphia, Pennsylvania Paid Sick Leave

This policy only applies when Partners Personnel has 10 or more employees who work on a full-time, part-time, or temporary basis.

Employees who work at least 40 hours in Philadelphia in a year are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked in Philadelphia, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- If the employee, or their family member, are a victim of domestic abuse, sexual assault or stalking, time off to:
 - Obtain medical attention to recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Relocate; or
 - Seek legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological, adopted, or foster child, stepchild or legal ward or a child to whom the employee stands in loco parentis; a biological, foster, step, or adoptive parent, or legal guardian of the employee or their spouse or a person who stood in loco parentis to them when they were a minor child; a person to whom the employee is legally married under the laws of Pennsylvania; a grandparent or spouse of a grandparent; a grandchild; a biological, foster, or adopted sibling; a spouse of a biological, foster, or adopted sibling; or a "life partner" under the laws of Pennsylvania.

Employees are entitled to use accrued paid sick leave beginning on the 90th day of employment after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Organization's payroll system uses to account for absences or use of other time. Employees may carry over up to 40 hours of earned sick leave year-to-year. Employees may take sick leave in increments of no less

than one hour or the smallest increment that the Partners Personnel payroll system uses to account for absences or use of other time.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Organization and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for two or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a health care professional; a police report indicating that the employee was a victim of domestic abuse, stalking, or sexual assault; a court order; or a signed statement from a representative of a victim services organization affirming that the employee was a victim of domestic abuse, stalking, or sexual assault.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Pittsburgh, Pennsylvania Paid Sick Leave

Employees who work at least 35 hours in Pittsburgh in a year are eligible for paid sick leave under this policy.

Employees may use up to hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;

- Care for a family member when it has been determined by the health authorities having legal control or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: an employee's biological, adopted, foster child, stepchild or legal ward, a child of the employee's domestic partner, or a child to whom the employee stands in loco parentis; a biological, foster, adoptive, or step-parent, or legal guardian of an employee or their spouse or domestic partner or a person who stood in loco parentis to the employee when they were a minor child; a person to whom the employee is legally married under the laws of any state; a grandparent or their spouse or domestic partner; a grandchild; a biological, foster, or adopted sibling; a domestic partner; or any individual for whom the employee has received permission from the Organization to care for.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Organization's payroll system uses to account for absences or use of other time. Employees may carry over any earned but unused sick leave. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Partners Personnel payroll system uses to account for absences or use of other time.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a health care professional indicating that sick time is necessary but does not need to explain the precise nature of the illness.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 6 months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees

for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Washington Paid Sick Leave

Employees in Washington accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may use up paid sick leave for the following reasons:

- For the care of the employee or employee's family member's mental or physical illness, injury or health condition, including for care, preventative care, medical diagnosis;
- The employee's place of business has been closed by order of a public official for any health-related reason, or the employee needs to care for a child whose school or place of care has been closed for such a reason;
- If the employee, or their family member, is a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - Seek treatment by a health care provider for physical or mental injuries caused by the crime or abuse;
 - 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 the crime or assault;
 - 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 the crime or offense; 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 members from future crimes or offenses;
- When a "high risk employee" seeks a reasonable accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave;

- To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine;
- When a household or family member who has been exposed to a contagious disease and is required to quarantine needs additional care;
- Other reasons provided under applicable law.

Under this policy, “family member” means: a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of the employee or their spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments consistent with the Organization’s normal payroll practices. Employees may carry over up to 40 hours of earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Organization. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Seattle, Washington Paid Sick Leave

Employees who work more than 240 hours in Seattle per year are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may use up paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of the employee or the employee's family member, including for care, preventative care, medical diagnosis;
- The employee's place of business has been closed by order of a public official, for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material;
- The employee's place of business has reduced operations or closed for any health- or safety-related reason;
- The employee's family member's school or place of care has been closed;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - Seek treatment by a health care provider for physical or mental injuries caused by the crime or abuse;
 - 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 the crime or assault;
 - 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 the crime or offense; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future crimes or offenses;
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. "Child" means a biological, adopted, foster, or stepchild, or a child to whom an employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status. "Parent" means a biological, adoptive, de facto, foster,

or stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or a smaller increment used in the Company's payroll system for tracking compensation. Employees may carry over any earned but unused sick leave year-to-year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide ten days advance notice to the Organization and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Tacoma, Washington Paid Sick Leave

Employees who work more than 80 hours in Tacoma per year are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may use paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of the employee or the employee's family member, including for care, preventative care, or medical diagnosis;
- The employee's place of business or a child's school or place of care has been closed by order of a public official for any health-related reason;

- If the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - 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 the crime or assault; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future crimes or offenses;
- Bereavement for the death of a family member;
- Other reasons provided under applicable law.

Under this policy, “family member” means a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis is a legal guardian, or is a de facto parent, regardless of age or dependency status. “Parent” means a biological, adoptive, de facto, stepparent, or foster parent of an employee, or someone who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Any available paid sick leave will be carried over to the next year, up to 40 hours.

If the need for paid sick leave is foreseeable, employees must provide ten days advance notice to the Organization. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate

from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

WORKERS' COMPENSATION

In the event of an injury or illness arising out of and occurring in the scope of employment, Workers' Compensation coverage, which includes medical care, is provided, and is completely paid for by the Company. Because of this, it is mandatory that all accidents, no matter how slight, be reported to both your Company branch manager and client on-site supervisor immediately in order to ensure the proper Workers' Compensation procedures are followed. Failure to report an accident could result in an employee being ineligible for Workers' Compensation benefits and may be grounds for disciplinary action. Questions regarding workers' compensation can be emailed to the Risk Management Team help desk by emailing 58009ab@hd.plumsail.com.

FAMILY AND MEDICAL LEAVE

Federal Family and Medical Leave Act (FMLA)

This policy applies only when Partners Personnel has 50 or more employees during each of any 20 or more calendar weeks in the current or preceding calendar year.

Partners Personnel provides family, medical, and military family leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). Any leave taken under the FMLA may run concurrently with leave taken under applicable state law where the statutes allow for leave for the same reasons.

Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for Partners Personnel for at least 12 months (which does not need to be consecutive) before the leave, (ii) have worked at least 1,250 hours during the 12-month period before the leave, and (iii) are employed at a workplace that has 50 or more employees within a 75-mile radius. Please contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com with questions regarding eligibility.

Eligible Reasons and Amount of Leave

Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period (except as provided below) for the following reasons (the “Eligible Reasons”):

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter, or parent with a serious health condition;
- For an employee’s serious health condition which renders the employee unable to perform any of the essential functions of the employee’s position; or
- Employees that have a spouse, domestic partner, child, or parent who is a current member of the U.S. Armed Forces, or who has been called to active duty status, (a “qualifying military exigency”), which includes attending certain military events, arranging for alternative (but not routine) childcare and attending to certain child-related emergencies, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing certain care-related needs of the parent of a service member who is unable to care for themself, and attending post-deployment reintegration briefings. Leave also may be taken immediately prior to a service member’s short-notice deployment (up to seven days) and during a service member’s short-term rest and recuperation leave (up to 15 days)

In addition, eligible employees may take up to 26 weeks of unpaid time off in a single 12-month period, beginning on the first day of FMLA leave to care for a spouse, son, daughter, parent, or next of kin who is a covered service member or member of the armed forces (as applicable) for any qualifying reason, including having a serious injury or illness related to active-duty service. Such leave will run concurrently with any military leave the employee is eligible to take so long as the employee qualifies for leave under military leave law and the leave available in a single 12-month period, beginning on the first day of FMLA.

Please contact Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com with any questions about limits on FMLA leave applicable to married employees.

Intermittent Leave

Employees may take FMLA leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work-schedule basis: (i) if medically necessary because of the employee’s serious health condition, to care for a covered family member with a serious health condition, or to care for a covered service member with a serious injury or illness; (ii) for the birth of a child or placement of a child for adoption or foster care; or (iii) if the leave is due to a qualifying exigency.

The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves, provided that any increment cannot be greater than one hour. Any leave taken for the birth, adoption, or foster placement of a child must be approved by Partners Personnel and must conclude within 12 months after the birth, adoption, or placement of the child.

Calculating Leave

The Department of Labor provides the following information about calculating FMLA leave. Only the amount of leave actually taken may be counted against an employee's FMLA leave entitlement. Where an employee takes FMLA leave for less than a full workweek, the amount of FMLA leave used is determined as a proportion of the employee's actual workweek. The amount of FMLA leave taken is divided by the number of hours the employee would have worked if the employee had not taken leave of any kind (including FMLA leave) to determine the proportion of the FMLA workweek used. For example, an employee who normally works 30 hours a week but works only 20 hours in a week because of FMLA leave would use one-third of a week of FMLA leave. An employer may convert the FMLA leave usage into hours so long as it fairly reflects the employee's actual workweek.

Time that an employee is not scheduled to report for work may not be counted as FMLA leave. If an employer temporarily stops business activity and employees are not expected to report for work for one or more weeks (e.g., a school that closes two weeks for the winter holiday, or a plant that closes for a week for repairs), the days the employer's business activities have stopped do not count against the worker's FMLA leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

When an employee's schedule varies so much that the employer is unable to determine how many hours the employee would have worked during the week the employee takes FMLA leave, the employer may use a weekly average to calculate the employee's FMLA leave entitlement. The weekly average is determined by the hours scheduled over the 12 months prior to the beginning of the leave and includes any hours for which the employee took any type of leave.

Required overtime hours that are not worked by the employee because of an FMLA-qualifying reason may be counted as FMLA leave. However, voluntary overtime hours not worked due to an FMLA-qualifying reason may not be counted as FMLA leave.

Notice of Leave

Employees must provide at least 30 days' advance notice before the leave begins, if foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees must consult with Partners Personnel to schedule any planned medical treatment or supervision to minimize disruption to the Organization's operations, subject to the approval of the health care provider of the person undergoing treatment.

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Organization's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Organization's standard absence notice procedures may be subject to discipline, possibly including termination of employment.

Certification of Leave

Partners Personnel may request that employees provide certification of leave within 15 days of their request for leave, unless impracticable. If Partners Personnel determines a medical certification is incomplete or insufficient, Partners Personnel will provide the employee with written notice of the deficiencies, and they will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated time frame, Partners Personnel may deny the leave request.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from a health care provider that states the: (i) date of commencement of the serious health condition; (ii) probable duration of the condition; (iii) estimated amount of time the health care provider will provide care; and (iv) confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for an employee's serious health condition, the employee must provide certification from a health care provider that states: (i) the date of commencement of the serious health condition; (ii) the probable duration of the condition; and (iii) that the employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition. If Partners Personnel has reason to doubt the veracity of the certification, Partners Personnel may require, at its expense, a second opinion from a health care provider designated by the Organization. If the second opinion differs from the first opinion, Partners Personnel may require, at its expense, that employees obtain the opinion of a third health care provider designated or approved by Partners Personnel and employees. The opinion of the third health care provider will be final and binding.

Partners Personnel may also request medical certification for other leave-qualifying reasons to the extent not prohibited by applicable law. Partners Personnel requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, they will be considered to have voluntarily resigned. Partners Personnel

may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, Partners Personnel may request a new certification from the employee's health care provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, Partners Personnel may ask for a new certification from the employee's health care provider every six months.

Leave Timing

Any FMLA leave provided to eligible employees under this policy will be considered part of the 12-workweek per 12-month entitlement. This 12-month period is a "rolling" 12-month period measured backward from the date an employee uses any leave, such that their leave entitlement is the balance of the 12-workweek entitlement that has not been used during the preceding 12 months. Leave taken to care for an employee's newborn child or a child placed with them for foster care or adoption must be concluded within one year of the child's birth or placement. Employees cannot carryover unused leave from one "rolling" 12-month period to the next "rolling" 12-month period.

Leave Is Unpaid

Leave under this policy is unpaid. Employees will not be required to substitute any unused PTO and/or paid sick leave for unpaid FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period.

Benefits During Leave

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of FMLA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump-sum at the beginning of FMLA leave or monthly. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA leave. If paid leave is substituted for unpaid FMLA leave, Partners Personnel will deduct the employee's portion of the health plan premium as a regular payroll deduction.

Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. Using FMLA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before FMLA leave. As more fully described below, employees on FMLA leave will not continue to accrue employment benefits, such as PTO during unpaid FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried “key” employees in the following circumstances: (i) if those employees are among the highest paid 10% of salaried employees within 75 miles of the central workplace; (ii) when the refusal to reinstate is necessary because the employee’s reinstatement will cause substantial and grievous economic harm to the Organization’s operations; and (iii) when the employee is notified of the Organization’s intent to refuse reinstatement at the time Partners Personnel determines it is necessary. If leave has already begun, Partners Personnel will give the employee a reasonable opportunity to return to work following the notice described above.

Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Organization. To do so will result in termination of employment.

Reporting While on Leave

If an employee takes FMLA leave because of their serious health condition or to care for a covered relative, they must contact Partners Personnel at least 30 days regarding the status of the condition and their intention to return to work. In addition, employees must give notice as soon as practicable (within two business days if feasible) if the dates of leave change, are extended, or initially were unknown.

Non-Discrimination

Partners Personnel will not discriminate against employees or applicants for requesting or taking FMLA leave. Partners Personnel will not interfere with, restrain, or deny employees’ exercise of (or attempts to exercise) any rights provided by the FMLA.

California Family and Medical Leave

This policy applies only when Partners Personnel has five or more employees in the United States.

Partners Personnel provides family and medical leave in accordance with the California Family Rights Act (CFRA).

California employees are eligible for CFRA leave if they have worked for Partners Personnel for at least 12 months; and at least 1,250 hours during the 12-month period before the leave.

Eligible employees may take up to 12 weeks of unpaid CFRA leave within a 12-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;

- To care for the employee's spouse (including same-sex spouse), registered domestic partner, designated person, child of any age, child of domestic partner, sibling, parent, parent-in-law, grandparent, or grandchild;
- For the employee's serious health condition (excluding pregnancy and childbirth) which makes the employee unable to perform the essential functions of the employee's position; or
- For qualifying military exigencies (related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the United States Armed Forces).

A "designated person" means any person related by blood or whose association with the employee is the equivalent of a familial relationship. Employees may designate a person at the time they request leave. Employees are limited to one designated person per 12-month period for family care and medical leave.

Eligible employees are entitled to up to four months of pregnancy-related disability leave ("PDL"), followed by 12 weeks of CFRA leave to bond with the newborn child. Please see the California Pregnancy Leave policy for more information.

Employees who have worked for Partners Personnel for at least 30 days are entitled to up to five days of bereavement leave upon the death of a family member. This leave is separate from the 12 weeks described above. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within three months of the date of death of the family member.

CFRA leave is unpaid. Employees in California may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI") or Paid Family Leave Insurance ("PFLI"). Visit <https://edd.ca.gov/claims.htm> for more information. Employees will be required to substitute any available PTO or paid sick leave for unpaid CFRA leave.

Employees may take CFRA leave intermittently. CFRA leave runs concurrently with FMLA leave. Employees must provide Partners Personnel with reasonable prior notice before taking CFRA leave, if foreseeable, and make a reasonable effort to schedule the treatment or supervision to avoid disruption of the Organization's operations, subject to the approval of the patient's health care provider.

Partners Personnel may require employees to provide certification from a health care provider. For CFRA leave to care for a family member, the certification must include: (i) the start date of the serious health condition; (ii) the probable duration of the condition; (iii) the estimated amount of time the health care provider will provide services; and (iv) confirmation that the health condition warrants the employee's participation. CFRA leave certification for an employee's own serious health condition should state: (i) the start date of the serious health

condition; (ii) the probable duration of the condition; and (iii) a statement that the employee is unable to perform one or more of the essential functions of their position because of the serious health condition. If Partners Personnel has reason to doubt the validity of the medical certification, it may seek a second opinion. If the second opinion differs from the first opinion, Partners Personnel may require, at its expense, that employees obtain the opinion of a third health care provider selected by both parties. The opinion of the third health care provider will be final and binding.

Employees may continue participating in any health and welfare benefit plans in which they were enrolled before the first day of CFRA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump sum at the beginning of CFRA leave or monthly. Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following CFRA leave in certain situations.

Upon return from CFRA leave, employees will be reinstated to their original position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as permitted by law. In addition, use of CFRA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before CFRA leave.

Partners Personnel will not refuse to hire, discharge, fine, suspend, expel, or discriminate against employees for requesting or taking CFRA leave. Partners Personnel will also not interfere with, restrain, or deny any employee's exercise of, or attempts to exercise, any rights provided by the CFRA.

Colorado Family and Medical Leave

Beginning January 1, 2024, Employees who have earned at least \$2,500 in wages within the state may be eligible for up to 12 weeks of paid leave benefits under Colorado FAMLI.

Employees may use up to 12 weeks of leave per year in order to:

- Care for a new child, including adopted and fostered children;
- Care for themselves, if they have a serious health condition ;
- Care for a family member's serious health condition;
- Make arrangements for a family member's military deployment; or
- Address the immediate safety needs and impact of domestic violence and/or sexual assault.

Employees may also be eligible for up to four additional weeks of benefits if the leave is due to a serious health condition related to complications with pregnancy or childbirth. Leave taken under this policy runs concurrently with the FMLA, if applicable. If the need for leave is foreseeable, employees should provide notice of the need to take leave at least 30 days in advance. If leave is unforeseeable, employees should provide notice as soon as possible. Employees should schedule leave so as to not unduly disrupt Partners Personnel operations when possible.

Paid benefits under this leave are managed by the state. Employees should visit <https://famli.colorado.gov/> to apply for paid benefits.

Connecticut Paid Family and Medical Leave

Partners Personnel provides family and medical leave in accordance with the Connecticut Paid Family and Medical Leave Act (PFMLA).

Connecticut employees are eligible for PFMLA leave if they have worked for Partners Personnel for at least three months. Eligible employees may take up to 12 weeks of unpaid PFMLA leave in any 12-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- For the employee's serious health condition;
- To care for the family member with a serious health condition;
- For a qualifying military exigency from the employee's spouse, child, or parent on active duty, or has been notified of an impending call or order to active duty, in the armed forces; or
- To serve as an organ or bone marrow donor.

Employees may take an additional two weeks of leave for pregnancy-related health conditions resulting in incapacitation. Employees may be required to substitute available PTO or sick leave for PFMLA leave, but employees will retain at least two weeks of that leave.

Under this policy, "family member" means—whether through blood, marriage, adoption, or foster care placement—the employee's spouse, sibling, son or daughter, grandparent, grandchild, parent, or individual related to the employee by blood or affinity whose close association is the equivalent of those family relationships.

PFMLA leave is paid by the Connecticut Paid Leave Authority and employees must submit applications on its [website](#). Employees may supplement the paid leave with any available PTO or paid sick leave, but the total amount cannot exceed the employee's usual weekly wages.

PFMLA leave for the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule if Partners Personnel and the employee agree. PFMLA leave for the employee's serious health condition, a family member's serious health condition, or organ donation may be taken intermittently or on a reduced leave schedule when medically necessary, but Partners Personnel may require the employee to transfer temporarily to an available alternative position that has equivalent pay and benefits to better accommodate recurring periods of leave.

Employees must provide at least 30 days' notice before taking leave, if foreseeable. If not foreseeable, employees must provide as much notice as is practicable. If PFMLA leave is for a planned medical treatment, employees must make a reasonable effort to schedule the treatment to not unduly disrupt the Organization's operations, subject to the approval of the patient's health care provider.

Partners Personnel may require certification from a health care provider containing (i) the date on which the serious health condition commenced, (ii) the probable duration of the condition, (iii) the appropriate medical facts within the knowledge of the health care provider regarding the condition; (iv) (if applicable) a statement that the employee needs to care for their family member and an estimate of the amount of time they need to care for the person; (v) a statement that the employee is unable to perform their job functions; and (vi) in the case of certification for intermittent leave or leave on a reduced leave schedule, the dates and duration of treatment.

Upon returning from PFMLA leave, employees will be restored to the position they held when leave commenced. If the original position is not available, the employee will be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If the employee is medically unable to perform their original job, they will be transferred to work suitable to their condition if, such work is available.

Partners Personnel will not discharge or otherwise discriminate against employees for requesting or taking PFMLA leave. Partners Personnel will also not interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the PFMLA.

Louisiana Medical Screening Leave

Employees may take one day of unpaid leave to obtain medically necessary genetic testing or preventative cancer screening. Employees must provide 15 days' notice prior to taking leave under this policy. Employees should work with the Organization to schedule the leave so as to not disrupt normal operations. Employees may be required to provide documentation confirming the performance of testing or screening. Employees may choose to use available paid leave as a substitute for unpaid leave under this policy.

Maryland Family and Medical Leave

This policy applies only when Partners Personnel has between 15 and 49 employees for each work day in at least 20 weeks in either the current or preceding calendar year.

Maryland employees are eligible to take leave under this policy if they: (i) requested FMLA leave, (ii) have been employed for at least 12 months and for 1,250 hours during the 12 months prior to their leave request, and (iii) work at a site where Partners Personnel employs at least 15 employees within a 75-mile radius.

Eligible employees may take up to six workweeks of unpaid leave for the following reasons:

- to care for or bond with a child of the covered individual during the first year after the child's birth or placement (placement includes the process through which a child is being placed with the covered individual through foster care, kinship care, or adoption);
- to care for a family member with a serious health condition;
- because the covered individual has a serious health condition that results in the covered individual being unable to perform the functions of the covered individual's position;
- to care for a service member who is the covered individual's next of kin; or
- because the covered individual has a qualifying exigency arising out of the deployment of a service member who is a family member of the covered individual.

Employees may use available PTO as a substitute for FMLA leave, in which case their PTO and FMLA leave entitlements run concurrently.

Employees must provide at least 30 days' written notice to Partners Personnel of their intent to take FMLA leave, except in the case of a premature birth, an unexpected adoption, or unexpected foster placement, in which cases notice should be provided as soon as is practical. Partners Personnel may deny an employee's request for FMLA leave in accordance with applicable law.

Upon return from FMLA leave, employees will be restored to their original position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The Organization may deny restoration of the employee's position if the denial is necessary to prevent substantial and grievous economic injury to the Organization's operations, Partners Personnel notifies the employee at the time it determines that economic injury would occur; and in a case of FMLA leave that has already begun, the employee elects not to return to employment after receiving notice of the Organization's intention to deny restoration of the previous position.

Employees may continue participating in any group health plans they were enrolled in before FMLA leave. Partners Personnel may recover premiums paid to maintain health coverage for

employees who fail to return to work following FMLA leave by deducting the amount of the premium from the wages paid to the employee upon their termination.

New Jersey Family and Medical Leave

This policy applies only when Partners Personnel has 30 or more employees and at least one employee in New Jersey during each of any 20 or more calendar weeks in the current or prior calendar year.

Partners Personnel provides family and medical leave in accordance with the New Jersey Family Leave Act (NJFLA).

New Jersey employees are eligible for NJFLA leave if they have worked for Partners Personnel for 12 months and worked 1,000 hours in the 12 months before the leave. Partners Personnel may deny NJFLA leave to salaried employees who are among the highest paid 5% of all employees or the seven highest paid employees (whichever is greater) if granting leave will cause substantial and grievous injury to the operations of the Company. Eligible employees may take up to 12 weeks of unpaid leave during a 24-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's family member with a serious health condition;
- In the event of state of emergency declared by the Governor, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which requires the employee:
 - To provide in-home care or treatment to the employee's child due to the closure of the school or place of childcare, by order of a public official;
 - To care for a family member subject to a mandatory quarantine as a result of an illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease where the presence of that family member in the community would jeopardize the health of others; or
 - To care for a family member subject to the recommendation of a health care provider or public health authority to undergo self-quarantine as the result of suspected exposure to a communicable disease where the presence of that family member in the community would jeopardize the health of others.

For purposes of the NJFLA, a "family member" is a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner or partner in a civil union, any other individual related by blood to the employee, and any other individual with whom the employee shows a close association which is the equivalent of a family relationship.

Eligible employees may be entitled up to 12 weeks of family leave insurance benefits under the New Jersey Temporary Disability Benefits Program. For more information, visit <https://www.myleavebenefits.nj.gov/labor/myleavebenefits/worker/>.

Leave under the NJFLA will run concurrently with any FMLA leave. NJFLA leave may be taken on an intermittent basis in intervals of at least one week if: (i) intermittent leave is medically necessary or it is taken to care for or bond with a newborn, foster, or adopted child; (ii) the leave is taken within 12-months of each health condition or within the 12-month period following the birth or placement of a foster or adopted child; (iii) the employee gives the required notice of the leave; and (iv) the employee makes a reasonable effort to schedule their leave so as not to unduly disrupt the Organization's operations. NJFLA leave may also be taken intermittently in the case of a leave taken due to an epidemic of a communicable disease. Employees may take reduced-schedule leave to care for a family member with a serious health condition over 12 consecutive months. Employees must provide at least 15 days' notice before taking intermittent leave.

Employees must provide Partners Personnel at least 30 days' advance notice of their need for NJFLA leave. Partners Personnel may require employees to provide certification of the leave issued by a health care provider, a school, a place of childcare, a public health authority, or a public official.

During NJFLA leave, employees may maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if they had continued their employment. Employees must continue to pay their portion of the insurance premium.

Employees returning from NJFLA leave will be restored to their old position or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If Partners Personnel experiences a reduction in force or layoff during NJFLA leave and the employee would have lost their position, they may not be reinstated to their former or equivalent position.

Partners Personnel will not discriminate against employees for requesting or taking NJFLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the NJFLA.

New York Family and Medical Leave

New York employees may be eligible for wage replacement under New York's Disability Benefits Law and Paid Family Leave Benefits if they are unable to work due to a non-work-related injury or illness, during pregnancy and/or childbirth, to bond with a new child, care for a sick family member, or need to address a qualifying military exigency.

For more information, see the New York Paid Family Leave policy below or visit: <https://paidfamilyleave.ny.gov/>.

New York Paid Family Leave

New York employees may be eligible for paid family leave (“PFL”) if they: (i) regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks before their first full day of PFL, or (ii) regularly work less than 20 hours per week and have been employed for at least 175 days before their first full day of PFL.

Eligible employees will be entitled to paid time away from work, to be taken in full-day increments: (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) or any qualifying exigency arising from the employee’s spouse’s, domestic partner’s, child’s, or parent’s status as military active duty (or they have been notified of an impending call or order to active duty). Eligible employees may take up to 12 weeks of leave during a 52-week period and receive the lower of 67% of their average weekly wage or the state’s average weekly wage.

“Family member” means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. Employees must provide at least 30 days’ advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. If not foreseeable, employees must provide notice as soon as practicable and within the time prescribed by the Organization’s usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

Eligible employees who wish to take PFL must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their PFL to available PTO days and receive full pay. In such cases, Partners Personnel may seek reimbursement from the Organization’s disability insurance carrier out of any PFL benefits due prior to Partners Personnel disability insurance carrier’s payment of such PFL benefits to employees.

If an employee requests PFL for reasons that also qualify for FMLA Leave, their PFL will run concurrently with their FMLA Leave.

Disability leave and PFL may not be used at the same time. Employees will not be entitled to PFL if their family leave combined with disability leave exceeds 26 weeks during the same 52 consecutive calendar weeks.

Partners Personnel will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health

insurance coverage, provided that they continue to pay their share of health insurance premiums. Employees may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if they fail to pay their portion of the premium in a timely fashion.

Washington Paid Family & Medical Leave

Partners Personnel provides family and medical leave in accordance with the Washington Paid Family & Medical Leave Act (WA-PFMLA).

Washington employees are eligible for WA-PFMLA leave if they have worked at least 820 hours in Washington during either the first four of the last five completed calendar quarters or the last four completed calendar quarters immediately before applying for leave. Eligible employees may take up to 12 weeks of leave in a 52-week period for the following reasons:

- For the employee's serious health condition;
- To care, including physical or psychological care, for the employee's child, grandchild, grandparent, parent, sibling, or spouse with a serious health condition;
- To care for the employee's child after birth or placement (age 18 and younger);
- Because of the postnatal death or stillbirth of an employee's child; or
- Because of certain qualifying military exigencies, including preparing for a family member's military pre- and post-deployment activities, or to attend to childcare issues related to a family member's military deployment.

If an eligible employee faces multiple qualifying events in a single year, they may take up to 16 weeks of WA-PFMLA leave. If an eligible employee experiences a serious health condition during pregnancy that results in incapacity, they may take up to 18 weeks of WA-PFMLA leave. WA-PFMLA leave runs concurrently with FMLA leave. Employees who are taking leave due to the postnatal death or stillbirth of a child may take paid leave for the seven calendar days following the death.

Employees may receive partial wage benefits during WA-PFMLA leave through Washington's Paid Family and Medical Leave program, which is administered by the Washington Employment Security Department (the "ESD"). The amount of partial wage replacement is generally up to 90% of the employee's average weekly pay, with a minimum of \$100 per week and a maximum of \$1,427 per week, although these amounts may be adjusted. Except for WA-PFMLA leave taken for the birth or placement of a child, the ESD may impose a seven-calendar-day waiting period before providing partial wage replacement benefits. This waiting period does not reduce the maximum duration of WAP-FMLA leave and does not apply to medical leave taken upon the

birth of a child. More information about calculating the amount of partial wage replacement benefit may be found at <https://www.paidleave.wa.gov/>.

Partial wage replacement benefits will be paid by ESD, not the Organization. Employees will not receive pay from Partners Personnel while on WA-PFMLA leave unless they choose to use any available PTO to “top up” the partial wage replacement from the ESD to receive their full wages. Employees do not continue to accrue PTO while on WA-PFMLA leave.

Employees may take WA-PFMLA leave on an intermittent basis. Employees taking leave under the WA-PFMLA must provide at least 30 days’ notice to Partners Personnel, if foreseeable. If leave is not foreseeable, employees taking leave under the WA-PFMLA must provide as much notice as practicable. For WA-PFMLA leave for planned medical treatment, employees must make reasonable efforts to schedule treatment so that it does not unduly disrupt the Organization’s operations, subject to the approval of the patient’s health care provider.

Employees requesting WA-PFMLA leave for their own or a family member’s serious health condition will be required to submit paperwork from a healthcare provider certifying the serious health condition. Employees requesting WA-PFMLA leave for a qualifying military exigency will be required to submit active-duty authorization or other formal military documentation.

Employees may continue participating in any health and welfare benefit plans in which they were enrolled before WA-PFMLA leave. Employees must continue to pay their portion of the insurance premium. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following WA-PFMLA leave.

Partners Personnel will not discriminate against employees for requesting or taking WA-PFMLA leave. Partners Personnel will not interfere with, restrain, or deny an employee’s exercise of (or attempts to exercise) any rights provided by the WA-PFMLA.

Wisconsin Family and Medical Leave

This policy applies only when Partners Personnel has fifty or more permanent employees in Wisconsin.

Partners Personnel provides family and medical leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA).

Wisconsin employees are eligible for WFMLA leave if they have worked for Partners Personnel for at least 52 consecutive weeks before the leave and have worked at least 1,000 hours during

the 52-week period before the leave. Eligible employees may take the following amounts of unpaid leave in a calendar year for the following reasons:

- 6 weeks of WFMLA leave to care for the employee's child after birth or placement for adoption or as a precondition to adoption, if the leave begins within 16 weeks of the child's birth or placement;
- 2 weeks of WFMLA leave to care for the employee's child, spouse, domestic partner, or parent with a serious health condition; or
- 2 weeks of WFMLA leave for the employee's serious health condition which renders the employee unable to perform the employee's employment duties.

No employee may take more than eight weeks of family leave in a calendar year period. WFMLA leave runs concurrently with FMLA leave. Employees may take WFMLA leave on an intermittent basis.

WFMLA leave is unpaid. Employees may substitute any available PTO or paid sick leave for unpaid WFMLA leave.

Employees taking leave under the WFMLA must provide advance notice to Partners Personnel in a reasonable and practicable manner of the expected birth of their child or the placement of a child for adoption or as a precondition to adoption. Employees taking leave under the WFMLA must provide advance notice to Partners Personnel in a reasonable and practicable manner of any planned medical treatment for themselves or their child, spouse, domestic partner, or parent and make reasonable efforts to schedule the medical treatment or supervision so that it does not unduly disrupt the Organization's operations, subject to the approval of the patient's health care provider.

For leave due to the employee's serious health condition or for the care of their child, spouse, domestic partner, or parent with a serious health condition, Partners Personnel may request certification issued by the health care provider or Christian Science practitioner of the person containing the following:

- That the child, spouse, domestic partner, parent, or employee has a serious health condition;
- The date the serious health condition commenced and its probable duration;
- Within the knowledge of the health care provider or Christian Science practitioner, the medical facts regarding the serious health condition; and
- If the employee requests medical leave, an explanation of the extent to which the employee is unable to perform his or her employment duties.

Partners Personnel may require the employee to obtain the opinion of a second health care provider, chosen and paid for by Partners Personnel, concerning any information certified above.

Under the WFMLA, Partners Personnel will maintain group health insurance coverage under the conditions that applied immediately before the WFMLA leave began if the employee continues making any contribution required for participation in the group health insurance plan. If health insurance coverage is provided, Partners Personnel may require that the employee pay the full employee premium for eight (8) weeks of coverage into an interest-bearing escrow account in a financial institution. Employees may pay the expense in equal installments at regular intervals over at least a 12-month period. Partners Personnel will return to the employee any payments, plus interest, when the employee ends their employment with Partners Personnel. If an employee ends their employment with Partners Personnel during or within 30 days after a period of WFMLA leave, Partners Personnel may deduct from the escrow account any premium or expense paid by Partners Personnel for the employee's group health insurance coverage while they were on WFMLA leave.

Employees returning from WFMLA leave do not have the right to an employment benefit or position, or to seniority accrual to which they would not have been entitled had they not taken WFMLA leave

Upon their return from WFMLA leave, employees will be restored to their old position if the position is vacant. If the position is not vacant, Partners Personnel will place the employee in an equivalent position with equivalent compensation, benefits, working shifts, hours, and other terms and conditions of employment. Partners Personnel will not reduce or deny an employment benefit which the employee accrued before their WFMLA leave began.

Partners Personnel will not discriminate against employees or applicants for request or taking WFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the WFMLA.

PARENTAL LEAVE

Employees in California, the District of Columbia, Massachusetts, New York, Rhode Island, and Washington should speak with Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com for more information about whether they may be eligible for benefits from the state during any portion of this leave and how to apply for them. During any period of leave taken under this policy, employees will remain eligible to continue to participate in all benefit plans in effect at that time, in accordance with the terms of those plans. Employees will continue to accrue PTO in accordance with the applicable policy.

In addition to the leave outlined in the Organization's Family and Leave of Absence policy, employees in California, Connecticut, DC, Hawaii, Illinois, Iowa, Kansas, Kentucky, Louisiana,

Maryland, Massachusetts, Minnesota, Montana, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Tennessee, Vermont, and Washington may take leave for reasons related to pregnancy, childbirth, adoption, foster placement, or family member status, and may be entitled to additional benefits in connection with such leave. Employees should contact Corporate Human Resources at HR@Espererholdings.com to learn about these leave entitlements.

Parental or pregnancy leave in the following policies are provided in addition to any federal or state family or medical leave.

California Pregnancy Leave

This policy applies to California employees only when Partners Personnel has five or more total employees.

California employees who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave (“PDL”) of up to four months. PDL may include time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth.

PDL is separate and distinct from the Organization’s FMLA and CFRA policies. Employees who are eligible for PDL may also be eligible to take a leave under the Organization’s FMLA and CFRA policies. Leave taken under PDL runs concurrently with FMLA but not the CFRA. The maximum combined leave that employees may take under this PDL policy and the FMLA and CFRA policies is four months (for PDL-qualifying reasons), plus 12 weeks (for CFRA-qualifying reasons), totaling 7 months. PDL leave need not be taken in one continuous period.

Employees should notify Partners Personnel of their intent to take PDL leave as soon as possible. The notice should include the anticipated timing and duration. If the need for leave or transfer is foreseeable, employees must provide at least 30 days’ advance notice before the PDL or transfer is to begin. Employees must consult Partners Personnel regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the Organization’s operations. Any such scheduling is subject to the approval of the employee’s health care provider. If 30 days’ advance notice is not possible, notice must be given as soon as practicable. Failure to comply with these rules may result in deferral of the leave until the employee complies with this notice requirement.

Employees may request either a medically advisable transfer to a less strenuous position or less strenuous duties. Transfer requests will be granted to the extent Partners Personnel can reasonably accommodate them. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at the Organization’s discretion, to a position more suited

to such a leave and for which the employee is qualified. The position an employee is transferred to will have the same pay and benefits as their former position.

Pregnancy disability leave will usually begin when ordered by the employee's physician. Employees must provide Partners Personnel with a certification from a health care provider certifying the need to take PDL. The certification should include: (i) the date the employee became disabled due to pregnancy; (ii) the probable duration of the disability; and (iii) a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of their position without undue risk to the them, the pregnancy, or other people. Recertification is required if PDL is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave. Partners Personnel will require certification by the employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in denial of reinstatement until such time as the certificate is obtained. If an employee fails to return to work immediately after their approved PDL expires or fails to provide the certification stating that they are fit to return to work within three days after returning to work, they will be considered to have voluntarily resigned.

Leave may be taken intermittently or on a reduced work schedule when medically advisable. The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves. In no event will the increment of leave be greater than one hour. These increments are not meant to restrict employees from taking more than one hour for leave, only to determine how time off is counted.

Employees on PDL are not permitted to take on any other employment, even on a temporary basis, without written authorization from Partners Personnel.

Authorized PDL leave is unpaid by Partners Personnel, but employees may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI"). See Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com for more information. Any accrued sick leave may be used during PDL. No PTO or sick leave hours or holiday hours are accrued during PDL, but employees may elect to use already-accrued PTO during such leave. If employees choose to use PTO during PDL, it is their responsibility to notify Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com in writing.

Employees who take PDL will be allowed to continue participating in any health and welfare benefit plans they were enrolled in before their first day of the leave. The continued participation in health benefits begins on the date unpaid time off first begins under PDL. Employees remain responsible for their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, at the employee's request, the premium payments may be paid in one lump-sum at the beginning of the leave period or on a monthly basis. In some instances, Partners Personnel may recover premiums

paid to maintain health coverage for employees who fail to return to work following PDL. Employees will be allowed to continue to participate in life insurance benefit plans for the same period.

Employees returning from PDL will be offered the same position they held at the time of leaving unless the job no longer exists or preserving the job would substantially undermine the Organization's ability to operate safely and efficiently. If the employee's former position is not available, an equivalent position will be offered unless there is not an equivalent position available or filling the available position with the employee would substantially undermine the Organization's ability to operate safely and efficiently.

Partners Personnel will not discriminate against employees or applicants for approved use of PDL or for making a proper request for such leave.

San Francisco, California Paid Parental Leave

This policy applies only when Partners Personnel has 20 or more employees worldwide.

Eligible San Francisco employees may take up to eight weeks off to bond with a new child. To be eligible for this leave an employee must have worked for the organization for at least 6 months (180 days) before taking this leave, work for a minimum of eight hours per week and work at least 40% of their hours in San Francisco, and receive California Paid Family Leave benefits to bond with their new child.

California Paid Family Leave (PFL) benefits are 60% or 70% of weekly wages (up to a cap). Eligible San Francisco employees are entitled to the difference between their weekly benefit from the California PFL program and 100% of their normal gross weekly wages (up to the maximum). For more information, visit <http://www.sfgov.org/pplo> or call (415) 554- 4190.

Connecticut Pregnancy Leave

This policy applies only when Partners Personnel has three or more employees.

Connecticut employees may take a reasonable amount of unpaid time off for a pregnancy-related disability and may request a reasonable accommodation for it. Partners Personnel will not discriminate against employees for any reasons relating to pregnancy, childbirth, or other related conditions, and will provide reasonable accommodations for known limitations related to pregnancy.

Illinois Pregnancy, Childbirth, and Childrearing Leave

Illinois employees are entitled to the same time off for pregnancy-related disabilities as they are for any other temporary disability (to the extent Partners Personnel offers time off for temporary disabilities) and in accordance with any policy granting leave for temporary disability (if any).

To the extent that Partners Personnel offers non-disability leaves of absence, Illinois employees are entitled to time off for childrearing purposes under the same terms and conditions applicable to such leaves of absence.

Iowa Pregnancy Leave

This policy applies only when Partners Personnel has four or more employees.

Iowa employees will be given the necessary unpaid leave for the period that an employee is disabled, up to eight weeks, due to pregnancy, miscarriage, childbirth, abortion, and recovery from each. Employees should give timely notice to Partners Personnel to request such leave. Partners Personnel may request a doctor's certificate stating that the employee is not able to reasonably perform the duties of their employment.

Kansas Pregnancy Leave

This policy applies only when Partners Personnel has four or more employees.

Kansas employees may take a reasonable amount of unpaid time off for pregnancy. Upon return from a pregnancy-related leave of absence, the employee will be reinstated to their original job or to a position of like status and pay without loss of service, credits, seniority or other benefits.

Louisiana Pregnancy Leave

This policy applies only when Partners Personnel has more than 25 employees in Louisiana for each work day in at least 20 calendar weeks in either the current or preceding calendar year.

Partners Personnel will temporarily transfer a pregnant employee to a less strenuous or hazardous position for the duration of her pregnancy upon request, if she has the advice of her physician and such a transfer can be reasonably accommodated. Partners Personnel is not required to create additional employment that would not otherwise have created, discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job.

Louisiana employees may take unpaid time off for a reasonable period during which they are disabled due to pregnancy, childbirth, or related medical conditions, not to exceed four months. Employees may opt to use PTO as a substitute for parental leave, in which case their PTO and parental leave entitlements will run concurrently. Employees must provide notice to Partners Personnel of their intent to take parental leave and the estimated duration of such leave a reasonable amount of time in advance.

Maryland Parental Leave

This policy applies only when Partners Personnel has between 15 and 49 employees for each workday in at least 20 weeks in either the current or preceding calendar year.

Maryland employees are eligible to take leave under this policy if they: (i) requested parental leave, (ii) have been employed for at least 12 months and for 1,250 hours during the 12 months prior to their parental leave request, and (iii) work at a site where Partners Personnel employs at least 15 employees within a 75-mile radius. This leave is included under Maryland FMLA leave and does not create additional leave.

Eligible employees may take six workweeks of unpaid parental leave in a 12-month period for the birth of their child or the placement of a child with the employee for adoption or foster care. Employees may use available PTO as a substitute for parental leave, in which case their PTO and parental leave entitlements run concurrently.

Employees must provide at least 30 days' written notice to Partners Personnel of their intent to take parental leave, except in the case of a premature birth, an unexpected adoption, or unexpected foster placement, in which cases notice should be provided as soon as is practical. Partners Personnel may deny an employee's request for parental leave in accordance with applicable law.

Upon return from parental leave, employees will be restored to their original position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The Organization may deny restoration of the employee's position if the denial is necessary to prevent substantial and grievous economic injury to the Organization's operations, Partners Personnel notifies the employee at the time it determines that economic injury would occur; and in a case of parental leave that has already begun, the employee elects not to return to employment after receiving notice of the Organization's intention to deny restoration of the previous position.

Employees may continue participating in any group health plans they were enrolled in before parental leave. Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following parental leave by deducting the amount of the premium from the wages paid to the employee upon their termination.

New Jersey Pregnancy Leave

New Jersey employees whose doctor certifies that they are disabled and unable to work due to pregnancy may be eligible for temporary disability insurance for up to four weeks before their expected date of delivery. For more information, visit:

<https://www.myleavebenefits.nj.gov/labor/myleavebenefits/>.

New York Paid Family Leave

New York employees may be eligible for paid family leave (“PFL”) if they: (i) regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks before their first full day PFL; or (ii) regularly work less than 20 hours per week and have been employed for at least 175 days preceding the first full day of PFL.

Eligible employees will be entitled to paid time away from work, to be taken in full-day increments: (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) for any qualifying exigency arising from an employee’s spouse’s, domestic partner’s, child’s, or parent’s status as military active duty (or they have been notified of an impending call or order to active duty). Eligible employees may take up to 12 weeks of leave during a 52-week period and receive the lower of 67% of their average weekly wage or the state’s average weekly wage.

“Family member” means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. Employees must provide at least 30 days’ advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, employees must provide notice as soon as practicable and within the time prescribed by the Organization’s usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

Eligible employees who wish to take PFL must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their PFL to available PTO days and receive full pay. In such cases, Partners Personnel may seek reimbursement from the Organization’s disability insurance carrier out of any PFL benefits due prior to Partners Personnel disability insurance carrier’s payment of such PFL benefits to employees.

If an employee requests PFL for reasons that also qualify for FMLA Leave, their PFL will run concurrently with their FMLA Leave.

Disability leave and PFL may not be used at the same time. Employees will not be entitled to PFL if their family leave combined with disability leave exceeds 26 weeks during the same 52 consecutive calendar weeks.

Partners Personnel will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. Employees may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if they fail to pay their portion of the premium in a timely fashion.

Tennessee Pregnancy Leave

This policy applies only when Partners Personnel has 100 employees at a workplace.

Tennessee employees are eligible to take leave under this policy if they (i) have worked for Partners Personnel for at least 12 months prior to requesting leave; (ii) work full-time as defined by the Organization's personnel practices and policies; and (iii) are employed at a job site or location with 100 or more regular, full-time employees. Employees must provide at least three months' advance notice of the need for leave to the Organization. In cases of medical emergency or where the date of adoption is unknown until less than three months in advance of the leave, employees should provide notice as soon as the need becomes known.

Eligible employees may take up to four months of unpaid time off for adopting a child, pregnancy-related reasons, childbirth, and nursing an infant. Such leave will run concurrently with FMLA leave (as applicable). Taking leave under this policy will not affect any of an employee's right to benefits that they were eligible for as of the start of the leave, but Partners Personnel may require employees to continue to pay premiums for benefits (as applicable).

Employees taking leave for childbirth or adoption should provide advance notice to the Organization. When possible, employees must provide at least three months' notice of their leave. If such notice is not possible, employees should provide as much advance notice to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com as soon as possible.

At the end of the leave, employees will be reinstated to their same position, or, if that position is unavailable, to a comparable position except as allowed by applicable law. For example, if a reduction in force occurs during the time employees are on leave and they are included in the reduction, their employment may be terminated at the same time as the other employees even if they are on leave at that time.

Partners Personnel will not discriminate or retaliate against; deny employment, reemployment, promotion, or any other benefit of employment; or subject any employee or applicant to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Washington Pregnancy Disability Leave

This policy applies only when Partners Personnel has eight or more employees.

Washington employees who are disabled by pregnancy may take an unpaid, job-protected leave in addition to any leave that may be provided under federal and state law for family/medical leave for the period she is sick or temporarily disabled due to pregnancy or

childbirth. Employees may be required to provide a certification from a health care provider documenting the necessity for and estimated length of a pregnancy disability leave.

BEREAVEMENT LEAVE

Employees may take up to five days of bereavement leave upon the death of a spouse, domestic partner, child (including biological, foster, step, adopted child or legal ward), parent (including biological, adoptive or foster parent), legal guardian, sibling, grandparent, grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in law, or a person with whom the employee was or is in a relationship of in loco parentis. Partners Personnel will pay for up to 3 days of bereavement leave, except that an employee may use any accrued, unused vacation, personal time off, or sick leave during the unpaid portion of the leave. The leave must be completed within three (3) months of the date of death and does not have to be taken on consecutive days.

Employees must provide Partners Personnel with reasonable advance notice of the need for leave under this policy. Partners Personnel may require, within 30 days of the first day of the employee's bereavement leave reasonable documentation supporting the need for the leave, such as a death certificate, published obituary, or written verification of death/burial/memorial services from the mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Employees may use accrued and unpaid time taken off under this policy.

The Company shall not retaliate in any way against an employee for use of bereavement leave or for exercising their rights pursuant to this policy and applicable law.

Employees should provide notice of their need to take bereavement leave as soon as practical to Corporate Human Resources.

California Bereavement Leave

This leave falls under the California Family Rights Act (CFRA) and is also covered in the California Family and Medical Leave policy.

This policy applies to California employees who have worked for Partners Personnel for at least 30 days prior to the commencement of leave. Eligible employees are entitled to up to five days of unpaid bereavement leave upon the death of a family member. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within three months of the date of death of the family member. "Family member" in this policy means an employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Employees may be required to provide documentation of the death of a family member within 30 days of the first day of bereavement leave. An employee's use of leave under this policy and any documentation provided will remain confidential, except as required by law.

Eligible employees are entitled to up to five days of unpaid bereavement leave within 3 months after a reproductive loss event, including a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This leave cannot exceed 20 days within a 12-month period. No documentation required.

Employees may use available PTO and/or paid sick leave during unpaid time off under this policy.

Colorado Bereavement Leave

Employees may use available sick leave to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member. Under this policy, "family member" means an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption); a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care. For more information see the Colorado Sick Leave policy.

Illinois Bereavement Leave

This policy applies when Partners Personnel has 50 or more employees during 20 or more calendar weeks in the current calendar year or the preceding calendar year.

This policy applies to Illinois employees who: (i) have worked for Partners Personnel for at least 12 months prior to the date on which the leave starts; (ii) have worked at least 1,250 hours during the 12-month period preceding the leave; and (iii) are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to 10 days of unpaid bereavement leave for: (1) the death of a covered family member; (2) make arrangements because of the death of a covered family member; (3) grieve the death of a covered family member; (4) a miscarriage; (5) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (6) a failed adoption match or an adoption that is not finalized because it is contested by another party; (7) a diagnosis that negatively impacts pregnancy or fertility; or (8) a stillbirth. Leave can be used to attend the funeral or alternative to a funeral of the child, to make arrangements necessitated by the death of the child, and to grieve the death of a child. Leave need not be taken consecutively but must be completed within 60 days of the date of death of the child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 30 working days of bereavement leave during the 12-month period. Child bereavement leave may not be taken

in addition to unpaid time off permitted under the FMLA and may not exceed unpaid time off time allowed under the FMLA. If an employee has exhausted the employee's 12 weeks of FMLA in a 12-month leave year period, the employee will not be able to take bereavement leave under this policy during that 12-month period. If, however, an employee first takes time off under this policy for bereavement leave, he or she will still have a full 12 weeks of FMLA leave, if the employee is otherwise eligible.

For the purpose of this policy "covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Employees must provide Partners Personnel at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a death certificate, published obituary, written verification of death, burial, or memorial services from the mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Employees may use available PTO and/or paid sick leave during unpaid time off taken under this policy.

Maryland Bereavement Leave

Maryland employees may use available PTO, compensatory time and/or paid sick leave upon the death of an employee's immediate family member.

For purposes of this policy, an immediate family member means an employee's spouse, child (including an adopted, biological, or foster child, stepchild, or legal ward) or parent (including an adoptive, biological, or foster parent, stepparent, legal guardian, or person standing in loco parentis to the employee).

ORGAN, BONE MARROW, AND BLOOD DONOR LEAVE

Employees may take the following amounts of leave for each corresponding purpose:

- To donate organs - Up to 30 days unpaid every 12 months;
- To donate bone marrow - Up to 14 days unpaid every 12 months;
- To donate blood - Up to one hour unpaid every 12 months.

If an employee is eligible to take leave for any of these purposes under applicable state law, that employee may take as much leave as the law requires.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need

for such leave, including, but not limited to, verification by a physician of the purpose and length of each requested leave.

Arkansas Organ and Bone Marrow Donor Leave

Employees may take up to 90 days of unpaid leave to serve as an organ or bone marrow donor. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documentation from a physician of the purpose and length of each leave to donate bone marrow or an organ.

California Organ and Bone Marrow Donor Leave

This policy applies to California employees who have worked for Partners Personnel for at least 90 days at the time leave is requested. Eligible employees may take up to 30 days of paid leave and an additional 30 days of unpaid leave in a 12-month period to serve as an organ donor. Eligible employees may also take up to five days of paid leave in a 12-month period to serve as a bone marrow donor. Partners Personnel may require that employees use up to two weeks of available PTO and/or paid sick leave during paid organ donor or bone marrow donor leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must provide Partners Personnel notice as soon as possible that leave under this policy is needed. Partners Personnel may request reasonable documentation of the need for leave, which should state both that the employee taking the leave is a bone marrow or organ donor and that the donation is medically necessary.

Illinois Blood and Organ Donation Leave

Employees in Illinois who have worked for Partners Personnel for at least six months may take up to one hour of paid leave to donate blood every 56-day period. Employees may take up to 10 days of leave in any 12-month period to serve as an organ donor. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, medical documentation of an appointment to donate blood and written verification from a blood bank confirming that the employee donated blood.

Louisiana Bone Marrow Donor Leave

Louisiana employees who work for an average of at least 20 hours per week may take up to 40 work hours of unpaid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of the purpose and duration of the leave.

Partners Personnel will not retaliate against an employee for requesting or taking leave under this policy.

Maryland Organ & Bone Marrow Donation Leave

This policy applies to Maryland employees who (i) have been employed by Partners Personnel for at least a 12-month period and (ii) have worked at least 1,250 hours during the previous 12 months.

Maryland employees may take up to 60 days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow.

New Jersey Organ and Bone Marrow Policy

New Jersey employees who take a "period of disability" under New Jersey's Temporary Disability Benefits Law to donate an organ or bone marrow will be restored to their former position at the time the disability commenced or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

New York Organ and Bone Marrow Donation Leave

New York employees who work for an average of at least 20 hours a week may take up to 24 hours of unpaid leave in a 12-month period to serve as a bone marrow donor, including time for recovery and follow-up medical care.

Eligible employees may also take up to three hours of unpaid leave in any 12-month period to donate blood. If Partners Personnel conducts at least two blood drives per year on its premises at least sixty days apart, employees will not be entitled to blood donation leave but may take time off to donate blood at the blood drives.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician of the purpose and length of each leave or proof of blood donation.

Pennsylvania Organ and Bone Marrow Donation Leave

This policy applies to Pennsylvania employees who: (i) have worked for Partners Personnel for at least 12 months prior to the start of leave; (ii) have worked at least 1,250 hours during the 12-month period preceding the leave; and (iii) are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to five days of unpaid leave to prepare for and recover from surgery related to organ or tissue donation by or for the eligible employee or their spouse, child, or parent. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request written documentation regarding the preparation and recovery necessary for surgery.

South Carolina Bone Marrow Leave

South Carolina employees may take up to 40 hours of paid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. To be eligible for leave, employees must work an average of 20 hours or more per week. Partners Personnel will not discriminate against employees for requesting or taking leave in compliance with this policy.

Virginia Organ & Bone Marrow Donation Leave

This policy applies to Virginia employees who (i) have been employed by Partners Personnel for at least 12 months and (ii) have worked at least 1,250 hours during the previous 12 months.

Virginia employees may take up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor. This leave does not run concurrently with leave taken under the FMLA.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow.

Leave taken under this policy will not constitute a break in the employee's continuous service for the purpose of salary adjustments, sick leave, paid leave, or other employee benefits. Upon return from leave, Partners Personnel will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against an employee for taking leave under this policy.

Wisconsin Bone Marrow and Organ Donation Leave

Wisconsin employees who (i) have worked for Partners Personnel for more than 52 consecutive weeks and (ii) have worked at least 1,000 hours during the preceding 52-week period may take unpaid time off only for the period necessary to undergo and recover from bone marrow or organ donation procedures, up to six weeks per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations, subject to the approval of the health care provider of the donor.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, certification issued by the health care provider of the donor or of the employee, whichever is appropriate, of any of the following:

- That the donor has a serious health condition that necessitates a bone marrow or organ transplant;
- That the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donor; and/or
- The amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

Upon return from leave under this policy, Partners Personnel will restore the employee to the position they held when the leave began or to an equivalent position with equivalent compensation, benefits, working period, hours of employment, and other terms and conditions of employment. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

DOMESTIC VIOLENCE LEAVE

Employees who are victims of domestic or family violence, gender violence, sexual assault, stalking, harassment, kidnapping, or another crime (the underlying factual basis of which has been found by the court to include an act of domestic violence) (a "Qualifying Crime"), may take up to 12 days of unpaid time off for the following reasons:

- To obtain or attempt to obtain any relief or legal assistance, including a temporary restraining order, restraining order, or other injunctive relief;
- To seek medical attention or treatment for injuries caused by the Qualifying Crime;
- To obtain services from a domestic violence shelter or program, victim services organization, or rape crisis center as a result of the Qualifying Crime;
- To obtain psychological or other counseling related to the Qualifying Crime;

- To take steps to increase their safety from future Qualifying Crimes, including by securing temporary or permanent relocation;
- To recover from injuries caused by the Qualifying Crime; or
- To seek legal assistance to address issues arising from the Qualifying Crime, and to attend and prepare for court related proceedings arising from that crime.

Employees may also take leave under this policy for the above reasons if a member of the employee's family or household is a victim of a Qualifying Crime, as long as the employee is not the alleged perpetrator.

For purposes of this policy, "family or household member" means a spouse, domestic partner, parent, child, step-parent, step-child, sibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, person with whom the employee resides with and has a substantive dating or engagement relationship, former spouse, person related by blood or marriage, person with whom the employee presently resides with as if a family or who has resided with in the past as if a family, person who is a parent of a child in common regardless of whether they have been married, and/or person with whom the employee has a dating relationship.

Partners Personnel will provide reasonable accommodations to an employee who is a victim of a Qualifying Crime if the employee has disclosed their status as a victim to Partners Personnel, the employee requests a reasonable accommodation for their safety while at work, and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written certifications to evidence the need to take time off or receive reasonable accommodations.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Information obtained by Partners Personnel will only be disclosed if the disclosure is: (i) requested from or consented to, in writing, by the employee victim; (ii) ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or (v) necessary to protect the safety of the employee or others employed at the workplace.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking a reasonable accommodation in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

California Domestic Violence, Sexual Assault, and Stalking Leave

Partners Personnel will not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim's child. The relief contemplated by this policy includes, but is not limited to, obtaining a temporary restraining order, restraining order, or other injunctive relief.

Partners Personnel will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, if the employee has disclosed their status as a victim to Partners Personnel; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel.

Additionally, employees who have been the victim of domestic violence, sexual assault, or stalking, may take unpaid time off to:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of the domestic violence, sexual assault, or stalking;
- Obtain psychological counseling related to domestic violence, sexual assault, or stalking; or
- Take steps to increase their safety from future domestic violence, sexual assault, or stalking, including by securing temporary or permanent relocation.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees who take leave due to domestic violence, sexual assault, or stalking will be required to provide, within a reasonable time, certification verifying the need for the absence, including, but not limited to, a police report, a court order, a doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Although leave under this policy is unpaid, employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Colorado Domestic Violence, Sexual Assault, and Stalking Victim Protection Leave

Employees in Colorado who have been employed by Partners Personnel for 12 months or more, and who are victims of domestic abuse, sexual assault, stalking, or any crime (the underlying

factual basis of which has been found by the court to include an act of domestic violence), may take up to three days of unpaid time off in any 12-month period for the following reasons:

- To seek a civil protection order to prevent domestic abuse under applicable Colorado law;
- To obtain medical care, mental health counseling, or for the employee or their children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence;
- To make the employee's home secure from the perpetrator of the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence, or to seek new housing to escape the perpetrator; or
- To seek legal assistance to address issues arising from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence and to attend and prepare for court related proceedings arising from the act or crime.

Except in cases of imminent danger to the health or safety of the employee, an employee seeking leave from work pursuant to this policy is required to provide Partners Personnel with reasonable advance notice of such leave. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to a police report, a court order, a doctor's note, or some other form of documentation.

Employees seeking to take leave under this policy must first exhaust any available PTO and paid sick leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Connecticut Family Violence Leave

Employees in Connecticut who are victims of family violence (an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury, or assault between family or household members) may take up to 12 days of unpaid time off during any calendar year to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;
- Obtain services from a victim services organization on behalf of the victim;
- Relocate due to such family violence; or

- Attend or participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, “family member or household member” means current and former spouses; parents and children; individuals who are at least 18 years old and related by blood or marriage; individuals that currently reside or formerly resided together and are at least 16 years old; individuals that have a child in common; and individuals that are in, or have recently been in, a dating relationship.

Employees must provide Partners Personnel seven days advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, a court order, a doctor’s note, or some other form of documentation.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave under this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

Delaware Domestic Violence, Sexual Assault, and Stalking Leave

Delaware employees who are victims of domestic violence, sexual assault, or stalking, may take unpaid time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or the employee’s child. Partners Personnel will also provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking if the employee has disclosed to Partners Personnel the employee’s status as a victim of domestic violence, sexual assault, or stalking; the employee requests a reasonable accommodation for the safety of the employee while at work; and the accommodation is reasonable and would not pose an undue hardship on the Company.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off, if practicable. Partners Personnel may request reasonable documentation of the need for such leave, including a police report, court order, doctor’s note, or some other form of documentation.

Partners Personnel will treat all information related to an employee’s leave or reasonable accommodation pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or reasonable accommodation in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Florida Domestic Violence Leave

Florida employees who have worked for Partners Personnel for at least three months may take up to 30 days of unpaid time off in any 12-month period if the employee or their family or household member is a victim of domestic violence or sexual assault. Employees may use this leave to:

- Seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence, or to otherwise attend court hearings;
- Obtain medical care, mental health counseling, or both, for the employee or their family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
- Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;
- Make the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance to address issues arising from the act of domestic violence or sexual violence, or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

For purposes of this policy, "family or household member" means the employee's spouse, former spouse, person related by blood or marriage, person with whom the employee currently resides as if a family (or with whom the employee resided in the past as if a family), and people who are parents of a child in common regardless of whether they have been married. Except for people who have a child in common, the family or household members must be currently residing in the same single dwelling unit or have done so in the past.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees seeking to take leave under this policy must first use and exhaust any available accrued PTO and paid sick leave for the absence.

Illinois Domestic Violence and Crime Victim Leave

Illinois employees who are victims of, or have a family or household member who is a victim of domestic, gender, or sexual violence, or any other crime of violence may take up to 12 weeks of unpaid time off during any 12-month period, provided the employee is not the alleged perpetrator. Eligible employees may use this leave to:

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

Eligible employees may use a total of 10 additional days of unpaid leave for the following purposes:

- attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
- making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- grieving the death of a family or household member who is killed in a crime of violence.

Leave taken for these purposes is subject to the Illinois Bereavement Leave policy and does not create any additional bereavement leave. This leave must be completed within 60 days after an employee receives notice of the death.

For purposes of this policy, “family or household member” means a spouse, parent, son, daughter, party to a civil union, grandparents, grandchildren, sibling, other person related by

blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and a person jointly residing in the same household, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee.

This policy does not create a right for an employee to take unpaid time off that exceeds the unpaid time off time allowed under FMLA. Any leave taken under this policy is not in addition to the unpaid time off allowed under the FMLA.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance; a police report or court record; or other corroborating evidence.

While on leave under this policy, employees must provide Partners Personnel with periodic reports (at least every 30 days) about the status of the employee's leave and any change in their plans to return to work. During the leave period, Partners Personnel will maintain an employee's health benefits as if they continued to be actively employed. If an employee chooses not to return to work at the end of the leave period, the employee must reimburse Partners Personnel for any health benefit premiums paid to maintain the employee's coverage during the leave, unless the employee cannot return to work because of continuation, reoccurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Kansas Domestic Violence Leave

Kansas employees who are victims of domestic violence may take up to eight days of unpaid time off each year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child or children;
- Seek medical attention for injuries caused by domestic violence;

- Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of domestic violence; or
- Make court appearances in the aftermath of domestic violence.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Time off under this policy shall run concurrently with time taken under the Company's Crime Victim Leave Policy, to the extent permitted under applicable law.

Maryland Domestic Violence Leave

Maryland employees (i) who work at least 12 hours per week and (ii) whose primary work location is in Maryland are eligible for sick leave. Eligible employees may use sick leave to obtain relief in response to a domestic or sexual assault of the employee or a family member. Under this policy, "family member" includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian.

Partners Personnel will not retaliate against an employee for the employee's use or attempted use of leave under this policy. Time off under this policy will run concurrently with time taken under the Company's Sick Leave Policy, to the extent permitted under applicable law.

Employees must follow the eligibility, notice, and other terms and conditions of the Company's sick leave policy when using sick leave for domestic violence purposes.

Michigan Domestic Violence Leave

Michigan employees (i) who work at least 25 hours per week and (ii) whose primary work location is in Michigan are eligible to take domestic violence leave under the Company's paid sick leave policy. If an employee or their family member is a victim of domestic violence, the employee may use paid sick leave to obtain services from a victim services organization; relocate due to domestic violence or sexual assault; obtain legal services; or participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

Under the paid sick leave policy, "family member" means a biological, adopted or foster child; a stepchild, legal ward, or child to whom the eligible employee stands in loco parentis; a biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an eligible employee or an their spouse; an individual who stood in loco parentis to the eligible employee when they were a minor child; an individual to whom the eligible employee is legally married under the laws of any state; a grandparent; a grandchild; or a biological, foster, or adopted sibling.

Employees must follow the eligibility, notice, and other terms and conditions of the Company's sick leave policy for purposes of domestic violence leave.

Missouri Domestic or Sexual Violence Leave

Employees in Missouri who are victims of domestic or sexual violence, or who have family or household members who are victims of such violence, may take up to 7 days of unpaid leave during any calendar year. Eligible employees may take up to 14 days of unpaid leave if Partners Personnel has more than 50 employees. Leave may be used to:

- Seek medical attention or recover from physical or psychological injuries caused by domestic or sexual violence to the employee or their family or household member;
- Obtain services from a victim services organization;
- Obtaining psychological or other counseling for the employee or their family or household member;
- Participate in safety planning; temporarily or permanently relocate to a safer living space, or take other actions to increase the safety of the employee (or their family or household member); and/or
- Pursue legal remedies to ensure the health and safety of the employee (or their family or household member), including preparing for civil and criminal actions resulting from the violence.

For purposes of this policy, "family member or household member" includes individuals who reside in the same household as the employee, immediate family members (by blood or marriage), and people who share a relationship through a son or daughter.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request certification that the employee or their family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes set forth in this policy, including documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or their family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence; a police or court record; or other corroborating evidence.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential unless voluntarily requested and authorized in writing by the employee or required by state or federal law.

In addition, employees who require reasonable safety accommodations due to domestic or sexual violence should submit a written request.

Upon return from leave, employees will be restored to the position of employment they held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees will maintain coverage for themselves and any family or household member(s) under any group health plan for the duration of the leave. This coverage will be maintained at the level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of the leave. The employee may be required to repay the premium that the Company paid for maintaining coverage if the employee does not return from leave after it expires for a reason other than the continuation, recurrence, or onset of domestic violence, sexual violence, abuse, a sexual assault, human trafficking, or other circumstances beyond the employee's control.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

Nevada Domestic Violence Leave

Nevada employees who have been employed by Partners Personnel for at least 90 days and are victims of domestic violence or sexual assault, or whose family or household members are victims of domestic violence or sexual assault (if the employee is not the alleged perpetrator),

may take up to 160 hours of unpaid time off in the 12-month period immediately after the date of the act of domestic violence or sexual assault. Eligible employees may use this leave to:

- Attend the diagnosis, care, or treatment of a health condition related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Obtain counseling or assistance related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Participate in court proceedings related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member; and/or
- Establish a safety plan, including any action to increase the safety of the employee or their family or household member from a future act that constitutes domestic violence or sexual assault.

For purposes of this policy, “family or household member” means a spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act that constitutes domestic violence or sexual assault.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Employees will not be required to find a replacement worker as a condition of taking leave under this policy.

Partners Personnel may request reasonable documentation of the need for such leave, including a police report, a copy of an application for an order of protection, an affidavit from an organization that provides services to victims of domestic violence or sexual assault, or documents from a physician.

If the FMLA applies to a given employee, leave taken under this policy runs concurrently with leave under the FMLA in that, if an employee takes leave under this policy for a reason that also entitles the employee to leave under the FMLA, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under the FMLA. Leave under this policy may also be taken intermittently.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

New Jersey Domestic Violence and Sexual Assault Leave

New Jersey employees who are victims of domestic violence or sexual assault (or whose family member is a victim of domestic violence or sexual assault) may take up to 20 days of unpaid time off in a 12-month period if they (i) have been employed by Partners Personnel for at least 12 months, and (ii) have worked at least 1,000 hours during the 12-month period immediately preceding the qualifying event. Eligible employees may take this leave to:

- Seek or receive medical treatment for, or recover from, physical or psychological injuries caused by domestic violence, sexual violence, or assault;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling for the employee or their family member;
- Participate in safety planning, move, or take other actions to increase the safety of the employee or their family member from future domestic or sexual violence or to ensure economic security;
- Seek legal assistance or remedies to ensure the health and safety of the employee or their family member, including preparing for or participating in any civil or criminal legal proceeding related to domestic or sexual violence; or
- Attend, participate in, or prepare for criminal or civil court proceedings relating to an incident of domestic or sexual violence of which the employee or their family member was a victim.

For purposes of this policy, “family member” means the employee’s child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, blood-related individual, or individual with a family-equivalent relationship. Eligible employees must take leave within 12 months of the qualifying event. Each incident of domestic violence or sexual violence is a separate qualifying event which entitles the employee to leave if the employee has not exhausted the 20 days of unpaid time off available for a given 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

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

Leave taken under this policy runs concurrently with leave under the FMLA and the New Jersey Family Leave Act, if applicable. If an employee takes leave under this policy for a reason that also entitles them to leave under the FMLA and/or the New Jersey Family Leave Act, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under those laws, as applicable. Leave under this policy may also be taken intermittently in intervals of no less than one full day.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential unless voluntarily authorized in writing by the employee or required by law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

New Mexico Domestic Abuse Leave

New Mexico employees who are victims of domestic violence may take up to 14 days, continuous or intermittent, of unpaid time off each year to:

- Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse;
- Meet with law enforcement officials;
- Consult with attorneys or District Attorney Victim Advocates; or

- Attend court proceedings related to the domestic abuse of the employee or their family member. "Family member" means a minor child of the employee or a person for whom the employee is a legal guardian.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. When domestic leave is taken in an emergency, an employee or an employee's designee must provide notice to Partners Personnel within twenty-four hours of commencing the leave.

Partners Personnel may request reasonable documentation reflecting the need for such leave, including, but not limited to:

- A police report indicating that the employee or a family member was a victim of domestic abuse;
- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse (providing the document does not constitute a waiver of confidentiality or privilege between the employee and the employee's advocate or attorney); or
- The written statement of an attorney representing the employee, a District Attorney's Victim Advocate, a law enforcement official or a prosecuting attorney that the employee or their family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for taking or requesting leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

New York Domestic Violence Reasonable Accommodations

Partners Personnel will provide reasonable accommodations to New York employees who are victims of domestic violence unless the accommodation would pose an undue hardship on the Company. Additionally, Partners Personnel will provide employees in Westchester County and New York City who are victims of domestic violence, sexual abuse, or stalking with reasonable accommodations if requested, unless the accommodation would pose an undue hardship on the Company.

Reasonable accommodations may include a reasonable amount of unpaid time off for the employee to:

- Seek medical attention for injuries caused by domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Participate in safety planning or other action taken to increase safety from future incidents of domestic violence (e.g., temporary or permanent relocation); or
- Obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

For purposes of this policy, “victims of domestic violence” means any person over the age of 16, any married person, or any parent accompanied by his or her minor child in a situation where the person or their minor child is the victim of an act committed by a family or household member that violates the penal law.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, or other documentation from a medical professional, advocate, or counselor.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Westchester County New York Paid Safe Time Leave for Victims of Domestic Violence or Human Trafficking

Westchester County employees who are victims of domestic violence or human trafficking and have worked for Partners Personnel for at least 90 days in a calendar year may take up to 40 hours of paid leave each calendar year to attend criminal or civil court proceedings and/or to relocate to a safe location.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a court appearance ticket or subpoena, a police report, an affidavit from an attorney involved in the domestic violence or human trafficking proceeding, or an affidavit from an organization known to provide assistance to victims of domestic violence and/or human trafficking.

Partners Personnel will treat all information related to an employee's leave under this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Leave under this policy is in addition to any other paid leave available to employees under the Company's paid sick leave and/or PTO policy.

North Carolina Domestic Violence Leave

North Carolina employees who are victims of domestic violence may take unpaid time off to seek judicial protection from domestic violence.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Philadelphia Domestic Violence, Sexual Assault, and Stalking Leave

Philadelphia employees who are victims, or whose family or household members are victims, of domestic violence, sexual assault, or stalking (if the employee's interests are not adverse to the family or household member's interests) may take 8 weeks of unpaid time off under this policy to:

- Seek medical attention for, or recover from, physical or psychological injuries caused to the employee or their family or household member by domestic violence, sexual assault, or stalking;

- Obtain services from a victim services organization for the employee or their family or household member;
- Obtain psychological or other counseling for the employee or their family or household member;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family or household member from future domestic violence, sexual assault, or stalking or to ensure economic security; and/or
- Seek legal assistance or remedies to ensure the health and safety of the employee or their family or household member, including preparing for or participating in any civil or criminal legal proceeding related to domestic violence, sexual assault, or stalking.

Leave under this policy can be taken intermittently and, when added to the leave employees have taken under the FMLA (if any), cannot exceed 12 weeks in a 12-month period. For purposes of this policy, “family or household members” means spouses or people who have been spouses, people living as spouses or who lived as spouses, parents and children, other people related by consanguinity or affinity, current or former sexual or intimate partners, or people who share biological parenthood.

Employees must provide Partners Personnel 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report or court order; documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance in addressing domestic violence, sexual assault, stalking, effects of the violence; or other corroborating evidence.

Upon returning from leave, employees will be restored to the position of employment they held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees will not lose any employment benefit accrued prior to the leave. Employees will maintain coverage for themselves and any family or household member(s) under any group health plan for the duration of the leave. Coverage will be maintained at the level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of the leave. The Company may recover the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired, except if the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic violence, sexual assault, or stalking that entitles the employee to this leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is requested or consented to in writing by the employee, or is otherwise required by applicable federal, state, or local law.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Washington Domestic Violence Leave

Washington employees who are victims, or whose family member is a victim, of domestic violence, sexual assault, or stalking (provided the employee is not the alleged perpetrator) may take unpaid time off to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking (or to 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 their 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 safety of the employee or their family members from future domestic violence, sexual assault, or stalking.

For purposes of this policy, "family member" means the employee's child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. Leave under this policy can be taken intermittently or on a reduced leave schedule.

Partners Personnel will provide reasonable safety accommodations to employees who are victims or whose family member is a victim of domestic violence, sexual assault, or stalking, if (i) the employee has disclosed to Partners Personnel the employee's or their family member's status as a victim of domestic violence, sexual assault, or stalking; (ii) the employee requests a

reasonable accommodation for the safety of the employee while at work; and (iii) the accommodation is reasonable and would not pose an undue hardship on the Company. A reasonable safety accommodation may include a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation (typically for employees who are not remote), or any other reasonable adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Employees or their designees must provide reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical, but no later than the end of the first day that the employee takes leave.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A copy of a police report indicating that the employee or their family member was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee or their family member from the perpetrator of the act of domestic violence, sexual assault, or stalking, or other evidence from the court or the prosecuting attorney that the employee or their family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- Documentation that the employee or their family member is a victim of domestic violence, sexual assault, or stalking, from any of the following people from whom the employee or their family member sought assistance in addressing the domestic violence, sexual assault, or stalking: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional; or
- An employee's written statement that the employee or their family member is a victim of domestic violence, sexual assault, or stalking, and that the leave or accommodation taken was for one of the purposes described above.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable federal, state, or local law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking reasonable accommodation in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

CRIME VICTIM LEAVE

Employees who are victims, family members, or legal representatives of victims of a crime or juvenile offense may take unpaid time off to:

- Obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety, or welfare of the victim or their child;
- Appear in court or attend any proceedings related to the crime or delinquent act;
- Consult with the district attorney regarding the underlying crime;
- Participate in a police investigation related to the underlying crime; or
- Exercise the victim's rights under applicable law.

For purposes of this policy, "family member" means a spouse, domestic partner, child, stepchild, child of registered domestic partner or spouse, sibling, step-sibling, parent/guardian/or custodian of the victim, step-parent, grandparent, grandchild, aunt, uncle, niece, nephew, sibling-in-law, parent-in-law, child-in-law, or any other person related to the victim by consanguinity or affinity within the third degree. For purposes of this policy, a "legal representative" is an individual designated to represent the victim's interests by either the victim themselves or a court in which the crime is being or could be prosecuted.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, notice should be given as soon as possible. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Alabama Crime Victim Leave

Alabama employees who are the victim of a crime may take unpaid time off to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings without the loss of employment or the intimidation, threats, or fear of the loss of employment.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Arizona Crime Victim Leave

This policy applies only when Partners Personnel has 50 or more employees for 20 or more weeks in the current or preceding year.

Arizona employees who are victims of a crime or juvenile offense may take unpaid time off (i) to exercise their rights as a victim under applicable law; (ii) to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief; (iii) to help ensure the health, safety, or welfare of themselves or their child; and (iv) to attend certain criminal proceedings. Partners Personnel may limit the amount of leave provided under this policy if the leave would create an undue hardship to the Company's business.

For purposes of this policy, a "victim of a crime or juvenile offense" is a person against whom a delinquent act or criminal offense was committed. If that person is killed or incapacitated, their spouse, parent, child, grandparent, or sibling can also be considered "victims of a crime or juvenile offense" for the purpose of this policy, as can any of the original victim's lawful representatives, or any other person related to the original victim by consanguinity or affinity to the second degree. A person cannot be considered a "victim of a crime or juvenile offense" if they are in custody for an offense or are accused of having committed the delinquent act or criminal offense that created the need for this leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, the form the employee received from law enforcement related to victims' rights, and/or notices of any scheduled legal proceeding given to the employee.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees seeking to take leave under this policy must first exhaust any available PTO and/or paid sick leave.

Arkansas Crime Victim Leave

Arkansas employees who are victims of a crime or representatives of a victim of a crime may take necessary unpaid time off for: (i) participation in preparation for a criminal justice proceeding (only at the prosecuting attorney's request); or (ii) attendance at a criminal justice proceeding if reasonably necessary to protect the interest of the victim. Employees must

provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

California Crime Victim Leave

California employees who are victims, or whose immediate family members are victims of a violent felony, serious felony, felony theft, or felony embezzlement may take unpaid time off to appear in court or otherwise attend judicial proceedings related to the crime.

Employees who have suffered direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of vehicular manslaughter while intoxicated, felony child abuse likely to produce great bodily harm or death, assault resulting in the death of a child under eight years of age, felony domestic violence, felony physical abuse of an elder or dependent adult, felony stalking, solicitation for murder, a serious felony (e.g. kidnapping, rape, assault), hit-and-run causing injury or death, felony driving under the influence causing injury, or specified sexual assault, may also take unpaid time off to attend any proceedings related to that crime or delinquent act.

For purposes of this policy, “immediate family” includes a person’s spouse, registered domestic partner, child, stepchild, child of registered domestic partner or spouse, sibling, step-sibling, parent, or step-parent.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that an employee was the victim of one of the above-specified offenses; a court order protecting or separating and employee from the perpetrator of one of the above offenses; or documentation verifying that an employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the above-listed offenses. Such documentation can come from a medical professional, domestic violence advocate, sexual assault victim advocate, health care provider, or counselor.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Connecticut Crime Victim Leave

Connecticut employees who are victims of crime may take unpaid time off to (i) attend court proceedings related to the crime (including to obtain a restraining order or protective order), (ii) participate in a police investigation related to the crime, or (iii) attend or participate in a court proceeding related to a civil case in which the employee is a victim of family violence. Employees may also take leave to attend criminal court proceedings related to the homicide of

their spouse, parent, child, sibling, or any other person for whom the employee is the homicide victim's official designee.

For purposes of this policy, a "victim of a crime" includes an employee who either (i) suffers direct or threatened physical, emotional, or financial harm as a result of a crime, or (ii) is an immediate family member or guardian of a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime, provided that person is a minor, physically disabled, incompetent, or a homicide victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Delaware Crime Victim Leave

Delaware employees who are victims of crime, or who are legal representatives of a victim of crime, may take unpaid time off to (i) participate, at the prosecutor's request, in preparation for a criminal justice proceeding; (ii) attend a criminal justice proceeding if the attendance is reasonably necessary to protect the interests of the victim; or (iii) attend a criminal justice proceeding in response to a subpoena.

For purposes of this policy, a "victim of a crime" means the person identified as the victim of a crime in a police report, a criminal complaint or warrant, an indictment or other charging instrument. The phrase also includes a parent, guardian, or custodian of a victim who is unable to meaningfully understand or participate in the legal process due to physical, psychological or mental impairment. The following relatives of a deceased victim are also "victims" under this policy so long as they are not alleged to have committed or conspired to commit the crime at issue: spouse, adult child, stepchild, parent, or sibling. A "legal representative of a victim" is a member of the victim's family or an individual designated to represent the victim's interests by the victim themselves or a court in which the crime is being or could be prosecuted.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees

for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Kansas Crime Victims Leave

Kansas employees who are victims of sexual assault may take up to eight days of unpaid time off each year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or their child or children;
- Seek medical attention for injuries caused by sexual assault;
- Obtain services from a rape crisis center as a result of sexual assault; or
- Make court appearances in the aftermath of sexual assault.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including:

- A police report indicating that the employee was a victim of sexual assault;
- A court order protecting or separating the employee from the perpetrator of an act of sexual assault (or other evidence from the court or prosecuting attorney that the employee has appeared in court); or
- Documentation from a medical professional, advocate for victims of sexual assault, health care provider or counselor showing that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of sexual assault.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Time off under this policy shall run concurrently with time taken under the Company's Domestic Violence Leave Policy, to the extent permitted under applicable law.

Maryland Court Proceedings Leave

Maryland employees may take unpaid time off to attend criminal or civil proceedings they have a legal right to attend under applicable law, such as proceedings involving minors, or proceedings that the employee, as the victim, has the right to attend.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Michigan Crime Victim Leave

Michigan employees who are victims of crime may take unpaid time off to appear in court to comply with a subpoena, court order, or a prosecutor's request to attend or testify in criminal proceedings related to a crime committed against the employee. Employees who are victim representatives may also take unpaid time off to attend court proceedings while the victim is testifying.

For purposes of this policy, a "victim representative" is (i) the guardian or custodian of a child of a deceased victim if the child is under 18 years of age; (ii) the parent, guardian, or custodian of a victim of an assaultive crime if the victim is under 18 years of age; or (iii) a person designated to act in place of a victim of an assaultive crime while the victim is physically or emotionally disabled.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Missouri Crime Victim Leave

Missouri employees who are victims of a crime or whose family members are victims of a crime may take unpaid time off to (i) testify in a criminal proceeding, (ii) attend a criminal proceeding, or (iii) participate in the preparation of a criminal proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Nebraska Crime Victim Leave

Nebraska employees who are the victim of a crime may take unpaid time off to cooperate with the criminal justice process without the loss of employment or the intimidation, threats, or fear of the loss of employment.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

New York Crime Victim Leave

New York employees who are victims or witnesses of crimes may take unpaid time off to (i) comply with a subpoena or court order requiring their attendance at a criminal proceeding; (ii) consult with the district attorney regarding the underlying crime; or (iii) exercise the employee's rights as provided by applicable law. Employees in New York City who are exempt from overtime and take leave to respond to a subpoena as a witness will be paid during their time off for any period(s) of less than a workweek.

For purposes of leave under this policy, "victims" also include the victim's next of kin (if the victim died as a result of the crime), the victim's representative (for example, an attorney, guardian, or parent of a minor), good Samaritans as defined by N.Y. Exec. Law Section 621(7), and any person applying for or seeking to enforce an order of protection in court on behalf of the victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Pennsylvania Crime Victim Leave

Pennsylvania employees may take unpaid time off to attend court proceedings if they are a victim of a crime or their family member is the victim of a crime.

For purposes of this policy, “family members” include the employees’ spouse as well as the employees’ or their spouse’s parents, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, great grandparents, great grandchildren, stepparents, stepchildren, siblings-in-law, children-in-law, and domestic partners. For purposes of this policy, a “victim of a crime” includes an individual against whom a crime has been committed or attempted and who, as a direct result of the crime or attempted crime, suffered physical or mental injury, death, or the loss of earnings. The alleged offender cannot be considered a “victim” under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not deprive an employee of employment, seniority position or benefits, or threaten or otherwise coerce employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Texas Crime Victim Leave

Texas employees who are victims of crime may take unpaid time off if the prosecuting attorney of the crime notifies Partners Personnel that the victim’s cooperation is needed in a proceeding that requires an absence from work.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Virginia Crime Victim Leave

Virginia employees who are victims of crime, or whose family members are the victims of crimes may take unpaid time off to attend all criminal proceedings relating to the crime, unless the employee or their family member committed the criminal offense. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company’s business.

For purposes of this policy, “family member” includes a spouse, child, or parent or legal guardian of a victim who is a minor or physically or mentally incapacitated. “Victims of crime”

include individuals who have suffered physical, psychological, or economic harm as a result of certain crimes, including, but not limited to, assault and battery, stalking, violation of a protective order, sexual battery, attempted sexual battery, maiming, and driving while intoxicated.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practicable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including a copy of the form provided to the employee by the applicable law-enforcement agency pursuant to subsection A of Section 19.2-11.01 of the Virginia Code, and, if applicable, a copy of the notice of each scheduled criminal proceeding that is provided to the employee.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Wyoming Crime Victim Leave

Wyoming employees who are victims of a crime may take unpaid time off to respond to a subpoena from either the prosecution or defense in a criminal case. Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

MILITARY SERVICE LEAVE

General Applicability

Partners Personnel provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA (Uniformed Services Employment and Reemployment Rights Act)), the Family and Medical Leave Act (FMLA) (to the extent Partners Personnel is required to provide leave under the FMLA), and any applicable state laws.

Employee Eligibility

Under USERRA, full-time, part-time, and probationary employees absent from work because of service in the uniformed services are covered by USERRA's military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non-recurrent period, or when there was no reasonable expectation that the employment would have continued for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, any State Militia, or any State Defense Force are eligible for leave under this policy. Specific rules and exceptions are as follows:

- **Alabama** employees may take military leave if they are called to state active duty for at least 30 consecutive days in a state uniformed service.
- **Illinois** employees may take leave under the Illinois Military Family Leave Act (IMFLA) if the employee has been continuously employed by Partners Personnel for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately before any military leave begins. Military leave under the IMFLA extends to service members called to active military duty for more than 30 days, as well as their spouses, parents, children, or grandparents.
- **Washington** employees who work an average of 20 or more hours per week and have a spouse or state-registered domestic partner in the military service are eligible for military family leave. Eligible military services include any voluntary or involuntary service, whether active duty or training, in the Washington National Guard or the U.S. Public Health Service Commissioned Corps.

The federal FMLA requires covered employers to provide eligible employees with unpaid, job-protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member with a serious injury or illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to covered active duty. The FMLA defines "serious injury or illness" as one that was incurred while on active duty or an injury that was aggravated by service while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating. Exigency leave includes, as provided pursuant to CFRA, leave related to short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, temporary rest and recuperation, post-deployment activities, and mutually agreed leave.

All military leave is unpaid except as noted below. If Partners Personnel provides other paid leave benefits that are comparable to the unpaid military leave benefits under this policy, the employee may be entitled to similar paid leave benefits for military leave.

Leave Entitlements

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty. This leave may not exceed five years.

Employees may take military leave for training and other non-active-duty activities in accordance with applicable law.

- **Alabama** employees who are active members of the Alabama National Guard, Alabama State Guard, Naval Militia, Civil Air Patrol, National Disaster Medical System, or reserve components of the U.S. Armed Forces may take up to 21 days of military leave per year. If called by the governor to duty in the active service of the state, employees may be entitled to an additional 21 days of military leave per year.
- **California** employees who are members of the state uniformed services may take up to 17 days of military leave per year.
- While the Company has 100 or more employees, **San Francisco** employees who are members of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed service organizations may take up to 30 days of leave per calendar year for military duty. While using this leave, employees are entitled to supplemental compensation, which is the difference between the employee's gross military pay and gross pay they would have received at the Company if they had worked their regularly scheduled hours. This amount may be offset by other pay from legal requirements or company policies that apply during the leave. Leave must be taken in increments of at least one day.
- **Colorado** employees who are members of the state uniformed services or reserve forces of the United States may take up to the equivalent of three weeks of work on the employee's regular work schedule of annual military leave. Employees are entitled to use any paid leave available during military service leave.
- **Georgia** employees may take military leave to participate in assemblies or annual training and they may take up to six months to attend service school conducted by the U.S. armed forces per four-year period.
- **Idaho** employees who are members of the state uniformed services may take up to 15 days of military leave per year.
- **Indiana** employees who are members of the state uniformed services may take up to 15 days of military leave per year.
- **Kansas** employees who are members of the state uniformed services may take up to 10 days of military leave per year.
- **Nebraska** employees may take military leave under applicable state law as follows: (1) employees that normally work 159 hours or more in 3 consecutive weeks and are scheduled to work 24-hour shifts are entitled to 168 hours of military leave each calendar year; (2) employees that normally work 120 hours or more but less than 159 hours in 3 consecutive weeks are entitled to 120 hours of military leave each calendar year; (3) employees that normally work less than 120 hours in 3 consecutive weeks are

entitled to military leave equal to the number of hours they normally work or would normally be scheduled to work in three consecutive weeks, whichever is greater.

- **New Jersey** employees may take military leave to participate in assemblies or annual training, and they may take up to three months per four-year period to attend service school. Any non-temporary employee who has successfully returned from military service, remains qualified for their former position, and applies for reemployment within 90 days, will be restored to their prior position or to a position of like seniority, status, and pay, unless Partners Personnel's circumstances have so changed as to make it impossible or unreasonable to do so. If the circumstances of Partners Personnel have so changed as to make it impossible or unreasonable to restore the serviceperson, Partners Personnel will restore the person to any available position, if requested by the person, for which the person is able or qualified to perform the duties.
- **Virginia** employees who are members of the Virginia National Guard, Virginia State Defense Force or naval militia called to state active duty are entitled to take unpaid leave from their position with Partners Personnel. Employees taking leave under this policy may use available PTO and/or paid sick leave during a period of active service, but Partners Personnel will not request or require them to do so. The choice is solely within the discretion of the employee.

FMLA Leave

Employees may take leave under the FMLA or applicable law.

- **California:** When Partners Personnel has at least 25 employees, California employees who work an average of 20 or more hours per week may take up to 10 days of unpaid leave per deployment after their military spouse or partner has notified they will be on leave from deployment. Notice must be provided within two days of receiving official notice that the employee's spouse will be on leave, or at least two days from the time the employee intends to take leave. Employees must submit written documentation certifying that their spouse will be on leave during the time leave is requested.
- **Illinois** employees eligible for military leave under the IFMLA may take up to 30 days of unpaid military leave. Before taking this leave, employees must first exhaust any available paid vacation or personal days, but not sick days.
- **Maryland** employees may take leave from work on the day that an immediate family member is leaving for or returning from active duty outside the United States as a member of the United States armed forces.
- **Nebraska:** If Partners Personnel has 15 or more employees, Nebraska employees who are the spouse or parent of a person called to military service lasting 179 days or longer are eligible for 15 days of family military leave during the service if they (1) have been

employed by Partners Personnel for at least 12 months and (2) have worked for at least 1,250 hours during the 12-month period immediately before the leave begins.

- **New York:** While Partners Personnel has at least 20 employees at one worksite, Partners Personnel provides up to 10 days unpaid time off to employees in New York who are the spouse of a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations. This leave may only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard, or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations.
- **Washington** employees eligible for military leave under the Washington Military Family Leave Act (WMFLA) may take up to 15 days of unpaid leave per deployment after their military spouse or partner has been notified of an impending call or order to active duty, but before they have been deployed. Eligible employees may also use this leave when their military spouse or partner is on leave from deployment. Upon return from leave taken under this policy, employees are entitled to reinstatement to their previous position or one of equivalent benefits, pay, and other terms of employment at a workplace within 20 miles of the employee's workplace prior to leave.

Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

- **Idaho** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.
- **Illinois** employees that are eligible for leave under the IMFLA must give at least 14 days' notice of the intended start of the leave if the leave will consist of five or more consecutive workdays.
- **Indiana** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.
- **Nebraska** employees taking family military leave that will consist of 5 or more consecutive work days must provide Partners Personnel with at least 14 days' notice of the intended start of leave.

- **Washington** employees who seek to take leave under the WMFLA must notify Partners Personnel of their intent to take such leave within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking leave under this policy. Employees may choose to use any available paid leave concurrently with military leave.

While performing uniformed service, employees are entitled to accrue any sick leave, vacation leave, military leave, holiday leave, and any paid leave offered by the Organization pursuant to the Organization's stated leave of absence policy, to the extent the employee would have been entitled to such leave had they been continuously employed. Additionally, employees are entitled to up to four years of creditable service vesting in a retirement system, pension fund, or employee benefit plan.

Reinstatement

Upon completion of duties, unless the Company's circumstances have changed so as to make it unreasonable, a returning employee will be reinstated into their former position or another position of equal seniority, status, pay, and benefits. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. Employees may be reinstated to the seniority, status, pay, and benefits that they would have had if they had not taken leave under this policy. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty.

JURY DUTY LEAVE

If you have been summoned to serve on jury duty or have been subpoenaed to appear as a witness in a trial, you will be granted time off without pay, except as required by law, in order to fulfill your civic duty. On days when you are not required to appear in court, you are expected to report to work on your regularly scheduled shift. Employees must submit proof of the summons or subpoena in advance to receive approved time off.

Alabama Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Alabama employees with paid time off for jury duty service. Employees will be paid for all days that they are involved in jury duty.

Employees must provide Partners Personnel advance notice within one business day after receiving a notice or summons for jury duty. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law.

Partners Personnel will not require or request employees use PTO and/or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Arizona Jury Duty Leave

Partners Personnel encourages all employees to serve on jury selection or jury duty when called and provides Arizona employees with unpaid time off for these purposes. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees will not lose seniority or precedence while absent from employment to serve as a member of a grand or trial jury.

Partners Personnel will not require or request that employees use PTO for time spent responding to jury duty summons, participating in jury selection, or serving on a jury.

Upon return to employment from jury duty, employees will be returned to their previous position or to a higher position commensurate with their ability and experience based on their seniority or precedence.

Arkansas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Arkansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, otherwise penalize or reduce the sick leave or vacation time of employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use PTO for time spent jury duty summons, participating in jury selection, or serving on a jury.

California Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides California employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Colorado Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Partners Personnel will pay Colorado employees \$50.00 per day, less applicable withholdings, for the first three days of jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Connecticut Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Connecticut employees who (i) work at least 30 hours per week and (ii) were scheduled to work more than one-half of their normal hours on each day they take time off for jury service will be paid their regular wages for the first five days of jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

Employees who work less than 30 hours per week may take unpaid leave under this policy, but they may receive certain limited reimbursements directly from the state of Connecticut during the first five days of jury service.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

Any employee who has served eight hours of jury duty in any one day will be deemed to have worked a full day, and Partners Personnel will not require them to work in excess of those eight hours. Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Delaware Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Delaware employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Florida Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Florida employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid,

exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Georgia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. All Georgia employees (exempt and non-exempt) will be paid their regular wages while on jury duty, to the extent required by applicable law, less any amounts the employee receives from the court or state.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Idaho Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Idaho employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Illinois Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Illinois employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

Employees must provide Partners Personnel reasonable advance notice of jury duty service as soon as possible, but no later than ten days after receiving a notice or summons. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon returning from jury duty leave, employees will be reinstated to their position without loss of seniority and will be entitled to participate in insurance or other benefits offered by Partners Personnel under the its established rules and practices.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Indiana Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Indiana employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require or request employees use PTO and/or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

If Partners Personnel has 10 or fewer full-time employees, and one employee is already serving jury duty, the court will postpone and reschedule the service of a summoned juror upon request.

Iowa Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Iowa employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty

service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Kansas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Kansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon return to employment from jury duty, the employee will be returned to their position of employment without loss of seniority and will be entitled to participate in insurance or other benefits Partners Personnel pursuant to its established rules and practices.

Louisiana Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Louisiana provides employees with up to one day of paid time off to serve on any grand jury or on any jury at any criminal or civil trial. While leave to serve on a jury beyond the first day is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use PTO for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

Maryland Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Maryland employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use PTO for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. An employee who appears for jury duty for four or more hours, including travel time, will not be required to work a shift that begins on or after 5:00 p.m. on the day of jury service, or before 3:00 a.m. the following day.

Michigan Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Michigan employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel requires that time not spent performing jury duty must be spent at work. However, the total number of combined hours for jury duty and work should not exceed the employee's normal daily work hours or extend beyond normal quitting times.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

Mississippi Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Mississippi employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or actually serve on a jury. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

Employees must notify Partners Personnel within a reasonable period of time after receiving jury duty summons. Partners Personnel will not persuade or attempt to persuade any juror to avoid jury service; intimidate or threaten any juror; or remove or otherwise subject an employee to adverse employment action as a result of jury service.

Partners Personnel will not require or request employees use PTO and/or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Missouri Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Missouri provides employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or serve on a jury. Employees will be excused from work for all days that they are involved in jury duty. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require or request employees use PTO and/or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. Employees may use available paid time off during otherwise unpaid time off taken under this policy.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Nebraska Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nebraska employees with paid time off for jury duty service. Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel may reduce the pay of an employee by an amount equal to the compensation, other than compensation for expenses, which is paid by the court for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline,

retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Nevada Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nevada employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees that take leave pursuant to this policy will not be required to work within eight hours before the time when the employee must appear for jury duty, or between 5:00 p.m. on the day of the employee's jury service and 3:00 a.m. on the following day if the employee's jury service (including travel time) lasted more than four hours.

Partners Personnel will not require or request employees use PTO and/or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

New Jersey Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Jersey employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they employee work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees may use available PTO and/or paid sick leave during otherwise unpaid time off taken under this policy.

New Mexico Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Mexico employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

New York Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New York employees with unpaid time off for jury duty service. Partners Personnel will pay employees their first \$40.00 of daily wages during the first three days of jury service. All remaining leave under this policy will be unpaid. However, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

North Carolina Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides North Carolina employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees may use available PTO during otherwise unpaid time off taken under this policy.

Pennsylvania Jury Duty Leave

This policy does not apply if Partners Personnel is in the retail or service industry and has fewer than fifteen employees or is in the manufacturing industry and has fewer than 40 employees.

Partners Personnel encourages all employees to report for jury duty and provides Pennsylvania employees with unpaid time off to respond to a summons, serve as a juror, or attend court for prospective jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not deprive employees of employment, seniority position or benefits, or threaten or otherwise coerce employees who are absent to respond to a summons, serve as a juror, or attend court for prospective jury duty service.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available PTO during otherwise unpaid time off taken under this policy.

South Carolina Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides South Carolina employees with unpaid time off for jury duty service. While on leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Tennessee Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty.

If Partners Personnel has five or more employees, Tennessee employees who are employed by Partners Personnel on a temporary basis or who have worked for Partners Personnel for six months or more will receive their regular wages while serving on a jury/attending jury selection (including travel time), less the amount they received from the county or state for serving as a juror, for each day their service as a juror exceeds three hours. Generally Partners Personnel will not compensate any employee for more time than was actually spent serving and traveling to and from jury duty. Employees who have worked for Partners Personnel on a temporary basis for less than six months may take leave under this policy to serve on jury selection or jury duty when called, but such leave will be unpaid. However, the salaries of exempt salaried employees will not be reduced for any week in which they work and also misses work time for jury duty, regardless of tenure.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule. However, if an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, they will be excused from work for the shift immediately preceding their first day of jury service. After the first day of service, when the employee's responsibility for jury duty exceeds three hours during a day, if they work the night shift or works during hours preceding those in which court is normally held, they will also be excused from their next scheduled work period occurring within 24 hours of that day of jury service.

Texas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Texas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Utah Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Utah employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request employees use PTO or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Virginia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Virginia employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees who are summoned for jury duty and take unpaid time off pursuant to this policy and appear for four or more hours (including travel time) for jury duty in one day will not be required to work on a shift beginning on or after 5 p.m. that same day, or before 3 a.m. the following day.

Partners Personnel will not require or request employees use PTO or paid sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Washington Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Washington employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wisconsin Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wisconsin employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees' time in service and status for purposes of seniority or pay advancement will not be interrupted for the period of jury service.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wyoming Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wyoming employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid,

exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty.

After receiving a summons for jury duty, employees must provide notify Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

VOTING AND ELECTION OFFICIAL LEAVE

Employees who are eligible to vote in any municipal, county, state, or federal political party primary or general election, any special election, or in any state election where propositions are submitted to a popular vote, may take up to two hours of paid time off to vote on election day if they do not have at least two hours off of work while the polls are open.

Employees should take time off at the beginning or end of their regular working shift, whichever allows for more free time, and the time off should be combined with the voting time available outside of working hours, unless Partners Personnel approves otherwise.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Partners Personnel will not require or request employees use PTO or paid sick leave for time off under this policy.

Alabama Voting Leave

Alabama employees who are qualified and registered to vote may take up to one hour of unpaid time off to vote on election day in any municipal, county, state, or federal primary or election if they do not have at least two consecutive hours off of work before the polls open or one hour off of work before the polls close.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Alabama Election Official Leave

If Partners Personnel has more than 25 employees, then any employees who are precinct election officials may take unpaid time off to perform their duties as an election official. Employees must provide Partners Personnel reasonable advance notice of at least seven days and provide written proof of the appointment and the dates of required service to take time off under this policy.

Arizona Voting Leave

Arizona employees who are eligible to vote in a primary or general election, including a special primary election or special general election called pursuant to a governor's proclamation, held in Arizona may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Arkansas Voting Leave

Arkansas employees who do not already have time available in their existing work schedule may take sufficient unpaid time off to vote on election day, or Partners Personnel will adjust their schedule to ensure they have an opportunity to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off or for an adjustment of their schedule under this policy. Time off should be taken when specified by Partners Personnel.

California Voting Leave

California employees who are eligible to vote in a statewide election may take up to two hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees must provide Partners Personnel at least two days of advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Colorado Voting Leave

Colorado employees who are eligible to vote in either a municipal, county, state, or federal political party primary or general election, may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Connecticut Voting Leave

Connecticut employees who are eligible to vote in a state or special election, may take up to two hours of unpaid time off to vote on election day. Employees must provide Partners

Personnel notice of their need to take time off under this policy at least two working days before an election.

Delaware Voting Leave

Delaware employees may take up to two hours of paid time off to vote on election day if they are scheduled to work at least eight hours on the day of the election.

Employees must provide Partners Personnel at least two working days' notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. If it takes more than two hours to get to the polling station and back to work, employees may use accrued paid leave to cover the excess time away.

Delaware Election Officer Leave

Delaware employees who are not in a critical need position may take time off work to serve as an election officer on an election day. Employees must have PTO available to use to take time off under this policy.

A "critical need position" is a position in the fields of public safety, corrections, transportation, health care, or utilities; a position in a company that has 20 or fewer employees; or a position in a business or industry for which it is necessary to be in service or operation on election days.

Florida Voting Policy

Partners Personnel will not discharge or threaten to discharge any employee for voting or not voting in any election, state, county, or municipal, for any candidate or measure submitted to a vote of the people.

Georgia Voting Leave

Georgia employees who are eligible to vote in any municipal, county, statewide, or federal political party primary or election may take up to two hours of unpaid time off to vote either on election day or one of the days designated for advanced in-person voting.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Illinois Voting Leave

Illinois employees who are eligible to vote in any primary, general, special election, or any Illinois election where propositions are submitted to a popular vote may take up to two hours

of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Illinois Election Judge Leave

This policy applies only when Partners Personnel has 25 or more employees.

Illinois employees who are appointed to serve as an election judge may take unpaid time off to serve as election judges.

Employees must provide Partners Personnel with at least 20 days' advance notice of their need to take time off under this policy. Employees may use available PTO during otherwise unpaid time off taken under this policy.

Iowa Voting Leave

Iowa employees who are eligible to vote in any state election, including a primary or general election, may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy prior to election day. Time off should be taken when specified by Partners Personnel.

Kansas Voting Leave

Kansas employees who are eligible to vote at an election conducted by a county election officer in Kansas may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel but will not be during an employee's regular lunch period.

Maryland Voting Leave

Maryland employees who are eligible to vote in a statewide election (including general, primary, and special elections) or municipal election in Baltimore may take up to two hours of paid time off to vote on election day if they do not have two consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. Partners Personnel may request that employees provide a form prescribed by the State Board as proof that they have voted or attempted to vote.

Missouri Voting Leave

Missouri employees who are eligible to vote may take up to three hours of paid time off to vote on election day in a primary or general election in Missouri if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Nebraska Voting Leave

Nebraska employees who are eligible to vote in Nebraska may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Nebraska Election Worker Leave

Nebraska employees who are state election workers may take paid leave for absences from work due to election-related services. Employees must provide Partners Personnel reasonable notice of the need for leave, except for employees appointed as judges or clerks of election on the day of election to fill vacancies. Election workers will be excused upon request from any shift work, without loss of pay, for the hours they are required to serve, and if they are required to serve eight hours or more, for eight hours prior to and eight hours following the hours they are required to serve. Partners Personnel may reduce the pay of employees who take election worker leave for each hour of work missed by an amount equal to the hourly compensation other than expenses paid to them by the county for such service.

Nevada Voting Leave

Nevada employees who are eligible to vote in an election may take the amount of paid time off specified below to vote on election day if it is impractical to vote before or after their workday.

If the distance between the workplace and the polling place is two miles or less, the employee may take one hour of paid time off to vote; if the distance is more than two but less than ten

miles, they may take two hours of paid time to vote; if the distance is more than ten miles, they may take three hours of paid time off to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

New Mexico Voting Leave

New Mexico employees who are eligible to vote may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off before work while the polls are open or at least three consecutive hours off after work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

New York Voting Leave

New York employees who are registered to vote in any election may take up to two hours of paid time off to vote on election day if they do not have at least four consecutive hours off of work to vote while polls are open.

Employees must provide Partners Personnel at least two but no more than ten workdays advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Tennessee Voting Leave

Tennessee employees who are eligible to vote in any election in Tennessee may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel notice by at least noon on the day prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Texas Voting Leave

Texas employees who are eligible to vote in an election in Texas may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Utah Voting Leave

Utah employees who are eligible and registered to vote in Utah may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Virginia Election Officer Leave

Virginia employees who are appointed by an electoral board to serve as members of a local electoral board, as assistant general registrars, or as officers of election may take unpaid time off to serve at a polling place on election day or at a meeting of the electoral board following the election to ascertain the results of such election.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Employees taking leave under this policy will not be required or requested to use PTO or sick leave. If an employee serves as an election officer for four or more hours, including travel time, they will not be required to start a shift that begins on or after 5:00 p.m. on the day of service or before 3:00 a.m. on the day following the day of service.

Washington Voting Leave

Washington employees who cannot vote by mail in a state-wide election may take up to two hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees must provide Partners Personnel at least two days advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Wisconsin Voting Leave

Wisconsin employees who are eligible to vote may take up to three consecutive hours of unpaid time off on election day to vote while polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Partners Personnel will not penalize employees for taking or requesting leave under this policy.

Wisconsin Election Official Leave

Wisconsin employees who are appointed as election officials may take the entire 24-hour period for each day they serve in their capacity as an election official.

Employees must provide Partners Personnel at least seven days' advance notice of their need to take time off under this policy. Partners Personnel will not refuse to allow an employee to serve as an election official, make any threats, or offer any inducements to the employee to prevent them from serving as an election official.

Wyoming Voting Leave

Wyoming employees who are eligible to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the United States Congress may take up to one hour of paid time off to vote on election day if they do not have at least three consecutive hours off of work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

WITNESS DUTY LEAVE

Employees may take unpaid time off to appear in court or any other governmental investigative body's investigative proceedings if required to comply with a subpoena, court order, or the prosecutor's request, as a witness or prospective witness in a civil, administrative, criminal, legislative, or juvenile court proceedings, including in discovery proceedings. Time off under this policy may be taken to provide information to, or testify before any public body conducting an investigation, hearing, or inquiry into any violation of law.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

California Witness Duty Leave

California employees, including crime victims, may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Colorado Witness Duty Leave

Colorado employees who are witnesses may take unpaid time off to appear in court to testify before a court of law or the Colorado state general assembly.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for speaking to a member of the general assembly at the request of a committee, court, or member about any action, policy, rule, regulation, practice, or procedure of any person or any related grievance.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Connecticut Witness Duty Leave

Connecticut employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Florida Witness Duty Leave

Florida employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including for discovery proceedings. Employees may also take leave under this policy to appear in a juvenile proceeding involving their child or ward.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Georgia Witness Duty Leave

Georgia employees who are obligated to appear in court in response to a subpoena or other court order or process may take unpaid time off to attend judicial proceedings unless they are charged with a crime.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Illinois Witness Duty Leave

Illinois employees may take unpaid time off to appear in court to comply with a subpoena or court order to attend a criminal proceeding relative to the crime, as a witness or victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Indiana Witness Duty Leave

Indiana employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Iowa Witness Duty Leave

Iowa employees who are witnesses in a criminal proceeding or a plaintiff, defendant, or witness in a civil proceeding may take unpaid time off to serve as a witness in such proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discharge, discriminate, or retaliate against any employee or take or fail to take action regarding an employee's promotion or proposed promotion or reduce an employee's wages or benefits for actual time worked for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Maryland Witness Duty Leave

Maryland employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Missouri Witness Duty Leave

Missouri employees who are witnesses of a crime may take unpaid time off to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of a criminal proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Nebraska Witness Duty Leave

Nebraska employees who are witnesses of crimes may take unpaid time off to cooperate with the criminal justice process.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Nevada Witness Duty Leave

Nevada employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness in a judicial or administrative proceeding, including discovery proceedings. Employees may also take unpaid time off to attend a juvenile court hearing relating to a juvenile.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

New Jersey Witness Duty Leave

New Jersey employees may take time off to provide information to, or testify before any public body conducting an investigation, hearing, or inquiry into any violation of law, including to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including for discovery proceedings.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

North Carolina Parent Compliance with Juvenile Court Orders Leave

North Carolina employees whose child(ren) is/are under the jurisdiction of the juvenile court may take unpaid time off to attend a court appearance, a parental responsibility class, or a child's medical, surgical, psychiatric, or psychological evaluation or treatment, if the employee is required by court order.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Pennsylvania Witness Duty Leave

Pennsylvania employees may take unpaid time off to attend court proceedings as a witness to a crime.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a subpoena. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not deprive employees of their employment, seniority position or benefits, or threaten or otherwise coerce employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

South Carolina Witness Duty Leave

South Carolina employees may take unpaid time off to comply with a valid subpoena to testify in a court proceeding or administrative proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Texas Witness Duty and Court Appearance Leave

Texas employees may take unpaid time off to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding or hearing, including to appear as a witness in court proceedings, or to attend juvenile court proceedings when required as a parent or legal guardian.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Utah Witness Duty and Subpoena Leave

Utah employees may take unpaid time off to attend a deposition or other hearing in response to a subpoena.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will

not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Virginia Witness Duty and Court Attendance Leave

Virginia employees may take unpaid time off to appear in court to comply with a subpoena, summons, or court order requiring their appearance, including their appearance as a witness unless they are a defendant in a criminal case.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Partners Personnel will not require it, but employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Washington Witness Duty Leave

Washington employees may take unpaid time off to participate in the criminal justice process, such as to comply with a subpoena, court order, or summons as a witness or prospective witness in criminal matters, or, in the case of a crime victim, to appear in court.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wisconsin Witness Duty Leave

Wisconsin employees may take unpaid time off to testify in an action or proceeding pertaining to a crime. An employee will be entitled to paid time off if they are subpoenaed to testify in an action or proceeding as a result of a crime against Partners Personnel or about an incident involving the employee during the course of their employment.

Employees must provide Partners Personnel reasonable advance notice within the first business day after receipt of a subpoena to testify of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wyoming Witness Duty Leave

Wyoming employees who are witnesses to a crime may take unpaid time off to respond to a subpoena from either the prosecution or defense in a criminal case.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

VOLUNTEER CIVIL SERVICE AND EMERGENCY RESPONDER LEAVE

Employees may take unpaid time off to respond to a confirmed emergency, if they are actively needed as a member of one of the following volunteer services agencies:

- Volunteer member of the Civil Air Patrol;
- Volunteer firefighter or fire police officer;
- Volunteer reserve peace officer or reserve officer;
- Volunteer emergency rescue and response personnel;
- Volunteer medical service provider;
- Qualified volunteer for a qualified volunteer organization;
- Volunteer ambulance worker;
- Volunteer emergency technician;
- Volunteer member of the fire department or ambulance department; or

- Volunteer provider of emergency medical services.

Employees who are elected or appointed to a public office, board, or commission may take unpaid time off to perform their duties.

Employees may also take unpaid time off if they are called for training with one of the applicable volunteer services agencies. Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. If permitted by law, Partners Personnel may deny leave if the leave would cause an undue burden on Partners Personnel.

Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification of the employee's membership and service with one of the above emergency-related volunteer response units, if permitted by law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Alabama Volunteer Firefighter and Emergency Medical Service Leave

Alabama employees who are volunteer firefighters or volunteer emergency medical service personnel may take unpaid time off to perform emergency duty.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the voluntary fire department or emergency medical services stating that the employee responded to an emergency call and the response time.

Arkansas Public Service Leave

Arkansas employees who are elected to a public office or appointed to a board or commission in Arkansas may take unpaid time off if the position requires their absence from employment. The duration of leave may not exceed the duration of the term of office.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Taking time off under this policy will not impact an employee's seniority at Partners Personnel.

California Volunteer Civil Service/Emergency Responder and Civil Air Patrol Leave

California employees who are volunteer firefighters, volunteer reserve peace officers, or volunteer emergency rescue personnel may take unpaid time off to perform emergency duty. Volunteer firefighters, reserve peace officers, and emergency rescue personnel, may also take up to 14 days of unpaid time off per year to engage in fire, law enforcement, or emergency rescue training.

Employees who have worked for Partners Personnel for at least 90 days immediately preceding the leave, are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol, and are responding to an emergency operation mission, as defined by law, may take up to 10 days of unpaid time off per year. This time off cannot be taken in more than three-day increments, unless the emergency is extended by the entity in charge of the operation, and Partners Personnel authorizes a longer period of leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification of their eligibility for leave. Partners Personnel will not discriminate or retaliate against employees for their membership in the Civil Air Patrol or for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken.

Colorado Civil Air Patrol Mission Leave and Volunteer Service in a Disaster Leave

Regularly scheduled employees (not as-needed or on-call employees) in Colorado who are volunteer members of the Colorado Wing of the Civil Air Patrol may take up to 15 days of unpaid time off per year when called to duty for a civil air patrol mission. Employees must provide evidence to Partners Personnel that their civil air patrol service has completed.

Eligible employees who are qualified volunteers for qualified volunteer organizations may take up to 15 days of unpaid time off each year if they are called to service by a volunteer organization due to a disaster, unless their absence would cause Partners Personnel to suffer economic injury, Partners Personnel has deemed the employee essential to the Organization's daily operations, or the employee's duties include assisting in disaster recovery for the Organization. Partners Personnel will not provide leave to more than 20% of the Organization's employees on any workday for volunteer national disaster work. Leave will be allowed under this paragraph only if the volunteer is called into service for a disaster and provides Partners Personnel with proof that they are a qualified volunteer.

Employees who are volunteer firefighters (regardless of their tenure or part-time status with Partners Personnel) may take up to 15 days of unpaid time per year if they are called to respond to an emergency within the response area of their fire department, which is of such magnitude that the fire chief requires all firefighters to respond. Leave will only be allowed under this paragraph if the employee provides Partners Personnel with a written statement from the chief of the fire department that their absence was due to the response (including

verification of the time, date, and duration of the employee's response), and only if Partners Personnel has previously received written documentation from the fire chief of the employee's status as a volunteer firefighter. However, leave may be denied if Partners Personnel has deemed the employee to be essential to the operation of the Organization's daily enterprise.

Employees must provide Partners Personnel reasonable advance written notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees who take leave for any of the above reasons must return to work (or log back into work, if working remotely) as soon as practicable after being relieved from service.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Connecticut Volunteer Firefighter and Ambulance Service Members Leave

Connecticut employees who are active volunteer firefighters or members of a volunteer ambulance service or company may take unpaid time off to perform emergency duty.

To qualify for leave under this policy, once an employee is certified as a volunteer firefighter or member of a volunteer ambulance service or company, they must submit a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company notifying Partners Personnel of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company.

Employees must notify Partners Personnel that they will be late to or absent from work to respond to an emergency fire or ambulance call prior to or during their regular workday. If they are unable to provide prior notification, employees must submit to Partners Personnel a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company explaining why the employee was unable to provide prior notification. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company verifying that such employee responded to a fire or ambulance call and specifying the date, time, and duration of such response. Employees must notify Partners Personnel of any change in their status as a volunteer firefighter or member of a volunteer ambulance service or company, including the termination of such status.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Delaware Volunteer Emergency Responders Leave

This policy applies only when Partners Personnel has 10 or more employees.

Delaware employees who are volunteer emergency responders, including, volunteer firefighters, members of a ladies auxiliary of a volunteer fire company, volunteer emergency medical technicians, or volunteer fire police officers, may take unpaid time off to respond to a government-declared state of emergency lasting up to seven consecutive days, to respond to a president-declared national emergency lasting up to 14 consecutive days, or for injuries they sustained when acting as a volunteer emergency responder. Employees who are essential state employees, members of the armed forces, members of the National Guard, employees of a licensed hospital, and employees of public utilities or providers of voice-over IP service or cellular telephone service who are necessary to either (i) maintain the integrity of network and facilities or (ii) assist first responders, are not eligible for leave under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and that they may be absent from work because of their status as a volunteer emergency responder. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the applicable volunteer department or another authorized individual confirming that the employee responded to an emergency, the date and time of the emergency, and the date and time they completed the volunteer emergency activities; a written statement signed by a medical professional or another authorized individual that the employee was seen by the medical professional, the date they was seen by the medical professional, and the estimated period that they will be partially or totally incapable of performing their job. Employees must also notify Partners Personnel of any change in their status as a volunteer emergency responder, including the termination of such status. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Florida Civil Air Patrol Leave

This policy applies only when Partners Personnel has 15 or more employees.

Florida employees and independent contractors who have worked for Partners Personnel for at least 90 days and are senior members of the Florida Wing of the Civil Air Patrol with an emergency services qualification may take up to 15 days of unpaid time per year for a civil air patrol mission duty or training.

Employees and independent contractors must provide reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee or independent contractor for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Partners Personnel will generally permit employees and independent contractors who have taken leave under this policy to return to work after taking leave unless: (i) the Organization's circumstances have changed to make employment impossible or unreasonable, (ii) reinstatement would impose an undue hardship on Partners Personnel, (iii) Partners Personnel engaged the worker for a brief, nonrecurring period without any reasonable expectation that the employment or consulting period would continue indefinitely or for a significant period, or (iv) Partners Personnel had legally sufficient cause to terminate the employment relationship at the beginning of the leave. If entitled to reinstatement, employees and independent contractors returning from leave are entitled to the seniority they would have held or attained had they remained continuously employed.

Illinois Civil Air Patrol Leave

Illinois employees and independent contractors are eligible for civil air patrol leave if they have (i) been employed by (or, in the case of independent contractors, have been providing services to) Partners Personnel for at least 12 months and (ii) provided at least 1,250 hours of service during the 12-month period immediately before the start of leave.

Eligible employees and independent contractors who are volunteer members of the civilian auxiliary of the U.S. Airforce may take up to 30 days of unpaid time off under this policy to perform air patrol missions. When possible, employees who take civil air patrol leave must schedule the leave in consultation with Partners Personnel and at a time that does not unduly disrupt the Organization's operations.

Employees must provide at least 14 days' notice of the need for leave if taking five or more days of leave and as much notice as possible if taking less than five consecutive days of leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification from the relevant civil air patrol authority to verify the employee's eligibility for the leave. Although leave is unpaid, employee benefits will generally continue during the time of leave.

Illinois Volunteer Emergency Worker Leave

Illinois employees who are qualified volunteer firefighters, volunteer members of emergency services, or auxiliary police officers or deputies, may take unpaid volunteer emergency worker leave if they are responding to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or government entity that the employee services stating that

they responded to an emergency and the time and date of the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Indiana Volunteer Emergency Responder Leave

Indiana employees who are volunteer firefighters, volunteer emergency medical services providers or members of the civil air patrol may take unpaid time off to fulfill their emergency duties with these organizations. If an employee is injured while acting as a volunteer firefighter or emergency medical service providers they may take up to six months of unpaid time off to recover.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may not allow the employee to take leave on the grounds that they are an essential employee to Partners Personnel. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from their superior at the organization stating the nature and duration of the emergency to which they responded or from a physician regarding the injury and its connection with the emergency response duty. Employees must notify Partners Personnel in writing that they are a member of one of these organizations. Only non-essential Partners Personnel employees are eligible for leave. If employees are ineligible for leave, they should notify their superior at the respective organization of the ineligibility.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Iowa Volunteer Emergency Service Provider and Civil Service Leave

Iowa employees who are volunteer firefighters, reserve peace officers, emergency medical care providers, or other personnel having voluntary emergency service duties, may take unpaid time off to fulfill such duties. Employees must give Partners Personnel written notice that they are a member of such a unit or organization.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency. Partners Personnel will not discriminate or retaliate against any employee for joining such a unit or organization.

Iowa Elected Official Leave

Iowa employees who are elected to a municipal, county, state, or federal office may take unpaid time off to serve in that office, except where prohibited by federal law. Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees who take such leave will not lose any net credited services or benefits earned, such as other earned leave. However, Partners Personnel will not provide any pension, health, or other benefits during the leave of absence under this policy.

Louisiana Volunteer First Responder Leave

Louisiana employees may take unpaid time off to respond to their duties as medical personnel, emergency and medical technicians, volunteer firefighters, auxiliary law enforcement officers, members of the Civil Air Patrol. Employees who are called to duty by or pursuant to an operations plan of the Governor's Office of Homeland Security and Emergency Preparedness may also take unpaid time off to respond to their duties. Such leave will not be considered a break in employment for purposes of seniority or length of service or for benefits programs offered by Partners Personnel.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Employees should report to Partners Personnel within 72 hours of their release from their emergency duties or the recovery from disease or injury resulting from these duties. Partners Personnel will make reasonable accommodations to reinstate any employee returning from such leave.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Maryland Civil Air Patrol Leave and Emergency Response Leave

Eligible Maryland employees who have worked for Partners Personnel for at least 90 days and who are volunteer members of the civil auxiliary of the U.S. Air Force (or the Maryland Wing of the Civil Air Patrol) and have been authorized by the US Air Force, the Governor, or a political subdivision to respond to an emergency mission, may take up to 15 days of unpaid time off per year to respond to an emergency mission.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and the intended start and end dates of their Civil Air Patrol Leave. Once employees begin leave, they must give Partners Personnel an estimated length of the mission after arriving at the emergency location where they will perform their Civil Air Patrol duties and report any necessary changes to their estimated leave time. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel may deny Civil Air Patrol Leave if the employee fails to provide reasonable documentation.

Upon returning from this leave, Partners Personnel will restore an employee to the position they held when the leave began, or to a position with equivalent seniority status, benefits, pay, and conditions of employment. Employees will not lose employee benefits accrued before the first date of leave.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Maryland Emergency Response Leave

Maryland employees may take unpaid time off to participate in an activity of a civil air patrol, civil defense, volunteer fire department, or volunteer rescue squad in response to an emergency that the Maryland Governor declares on the request of the governing body of a county or municipal corporation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including written documentation that the employee's participation is required. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Michigan Civil Air Patrol Leave

Michigan employees who are volunteer members of the civil air patrol may take unpaid time off to respond to an emergency declared by the governor or the president of the United States. Within 30 days of the later of starting employment with Partners Personnel or joining the civil air patrol, an employee who is trained and qualified to provide emergency services must notify Partners Personnel that they may be called to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and the dates they will be absent. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification from the civil air patrol of the emergency need for the employee's volunteer service. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Missouri Volunteer Emergency Responder and Air Patrol Leave

Missouri employees who are volunteer members of any fire department or fire protection district, the Missouri-1 Disaster Medical Assistance Team, the Missouri Task Force One, the Urban Search and Rescue Team, or who are activated to a national disaster response by the Federal Emergency Management Agency (FEMA) may take unpaid time off to respond to emergencies in their capacity as a member of one of these organizations.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or the commander of Missouri-1 Disaster Medical Assistance Team or the FEMA supervisor stating that the employee responded to an emergency and stating the time and date of the emergency.

This portion of the policy applies when Partners Personnel has 50 or more employees.

Missouri employees who are members of the civil air patrol and have qualified for a civil air patrol emergency service specialty or who are certified to fly counter narcotics missions may take up to 15 days of unpaid time off per year to fulfill their duties. In the case of a national or state emergency, the 15-day limitation is waived.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel may request that an employee be exempted from responding to a specific mission.

Nebraska Volunteer Emergency Responders Leave

Nebraska employees who are volunteer emergency responders may take unpaid time off to respond to an emergency. Employees who are volunteer emergency responders must provide Partners Personnel with a written statement signed by the individual in charge of the department or another individual authorized to act for such individual notifying Partners Personnel that the employee serves as a volunteer emergency responder.

“Volunteer emergency responders” are employees who:

- Have been approved by a governing body in Nebraska to serve any volunteer fire department or volunteer first-aid, rescue, ambulance, or emergency squad, or volunteer fire company, association, or organization serving any city, village, or rural or suburban fire protection district by providing fire protection or emergency response services for the purpose of protecting life, health, or property;
- Are in good standing as a volunteer member of the Nebraska Wing of the Civil Air Patrol, the civilian auxiliary of the United States Air Force; or

- Are a member of a state emergency response team pursuant to the Emergency Management Act.

Employees must make a reasonable effort to notify Partners Personnel that they may be absent from or report late to work in order to respond to an emergency. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the department or another individual authorized to act for such individual that indicates the employee responded to an emergency; the date and time of the emergency; and the date and time they completed his or her volunteer emergency activities. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Partners Personnel may subtract from an employee's earned wages any time they are away from his or her place of employment because of their response to an emergency under this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Nevada Emergency Worker Leave

Nevada employees who volunteer and perform certain emergency worker services may take unpaid time off to volunteer and perform these services. An employee must provide Partners Personnel notice of employee's membership in such emergency services units at or around the time of hire or notice of their intent to join an emergency services unit.

"Emergency worker services" includes services as volunteer ambulance drivers and attendants, firefighters, search and rescue team members, reserve unit members of the sheriff's department, and Civil Air Patrol unit members.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

New Jersey Emergency Responders Leave

New Jersey employees who are "volunteer emergency responders" may take unpaid time off during a state of emergency declared by the President of the United States or the New Jersey governor or if they are actively engaging in responding to an emergency alarm.

"Volunteer emergency responders" includes employees who are: (i) active members in good standing of a volunteer fire company, (ii) volunteer members of a duly incorporated first aid,

rescue, or ambulance squad, or (iii) members of any county or municipal volunteer Office of Emergency Management (if the member's official duties include responding to a fire or emergency call).

Employees must provide Partners Personnel reasonable advance notice no later than one hour before their workday begins of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including an incident report and a certification by the incident commander or other official or officer in charge, that both affirms that the employee was actively engaged in, and necessary for, rendering emergency services, and that states the date and time they was relieved from emergency duty by the officer or official. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

New York Volunteer Emergency Responders Leave

New York employees who are performing their duties as volunteer firefighters or volunteer ambulance personnel during or related to a state governor declared state of emergency may take unpaid time off unless such leave would cause undue hardship on the conduct of the Organization's business. Leave under this policy will only be granted during the time an emergency exists following a declaration of the emergency by the governor of the State of New York. Employees must provide Partners Personnel with written notice from the head of their volunteer fire department or volunteer ambulance service advising Partners Personnel of the employee's status as a volunteer firefighter or member of a volunteer ambulance service prior to taking time off.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a notarized statement from the head of their volunteer fire department or volunteer ambulance service certifying the period of time or times they responded to a declared emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

North Carolina Disaster Response Leave

North Carolina employees who are volunteer firefighters, rescue squad workers, or volunteer emergency medical service personnel may take unpaid time off to perform emergency duty when called into service by the state in response to a disaster or emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement that the employee responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may, but will not be required to, use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Pennsylvania Volunteer Emergency Response Leave

Pennsylvania employees who are volunteer firefighters, volunteer fire police officers, or volunteer members of an ambulance service or rescue squad may take unpaid time off to respond to a fire or emergency call, for volunteer members of an ambulance service/rescue squad, or for an emergency service operation. This leave is only available if the emergency call was received before the employee has to report for work on a given day.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief executive officer of the employee's volunteer fire company, ambulance service, rescue squad, or its affiliated organization, stating that they responded to a call and the time of the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Tennessee Volunteer Firefighter Leave

Tennessee employees who are volunteer firefighters may take time off for the purpose of responding to emergencies and fire calls. Employees may take off the next scheduled work period within 12 hours following the response as a vacation day or sick leave day without loss of pay, if they assisted in fighting the fire for more than four hours, or if they worked for more than four hours the prior day or night as a volunteer firefighter in an emergency. If the employee is not entitled to a vacation day or sick leave day, then they may be permitted such time off without pay.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor of the volunteer fire department stating that the employee responded to an emergency and the time and date of the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Washington Volunteer Firefighter and Civil Air Patrol Leave

Washington employees who are volunteer firefighters, reserve officers, or volunteer members of the Civil Air Patrol may take unpaid time off to respond to a fire, emergency call, or emergency service operation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wisconsin Volunteer Firefighter, Emergency Medical Services Practitioner, Emergency Medical Responder, or Ambulance Driver Leave

Wisconsin employees who are volunteer firefighters, emergency medical services practitioners, emergency medical responders, or ambulance drivers may take unpaid time off to respond to an emergency that begins before they are required to report to work. Employees who become a member of a volunteer fire department or fire company or become affiliated with an ambulance service provider must submit to Partners Personnel a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying Partners Personnel within 30 days after becoming a volunteer firefighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. If prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact Partners Personnel, the employee must submit a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency. Partners Personnel will not discriminate or retaliate in promotion, compensation, or the terms, conditions, or privileges of employment against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Wisconsin Civil Air Patrol Leave

Wisconsin employees who are members of the Civil Air Patrol may take up to five consecutive workdays of unpaid time off (not to exceed 15 days per year) to participate in an emergency service operation. The employee must notify Partners Personnel in writing that they are a member of the Civil Air Patrol.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees must obtain authorization from Partners Personnel before leaving work to participate in the emergency service operation. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the employee's commander, or the designated representative of their commander, certifying that they were participating in an emergency service operation at the time of the leave of absence.

Employees' time in service and status for purposes of seniority or pay advancement will not be affected by a leave of absence under the policy. Partners Personnel will not refuse to hire an individual, terminate an employee, or discriminate against an employee in promotion, in compensation, or in the terms, conditions, or privileges of employment because the individual is or applies to be a member of the Civil Air Patrol or because the individual performs, has performed, applies to perform, or has an obligation to perform service in the Civil Air Patrol. Partners Personnel will not interfere with, restrain, deny the exercise of the right of an employee to take a leave of absence, discharge, or discriminate against an employee in promotion, compensation, or the terms, conditions, or privileges of employment for taking a leave of absence as under this policy.

SCHOOL ACTIVITIES LEAVE

Employees who are parents, guardians, stepparents, foster parents, grandparents, or who stand in *loco parentis* to a child in grades K-12 or with a licensed childcare provider may take up to 16 hours of unpaid time off per year to:

- Participate in activities of their child's school or licensed childcare provider, including attending a student performance such as a concert, play, or rehearsal, a school team's practice or game, or a meeting with a teacher or counselor;
- Address a school or child care provider emergency when their child cannot remain with a child care provider or in school because – (i) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (ii) of behavioral or discipline problems; (iii) of

closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (iv) of a natural disaster;

- Find, enroll, or re-enroll a child in school or with a childcare provider, including for purposes of attending interviews;
- Appear at their child's school in connection with a suspension, school conference, behavioral meeting, or academic meeting;
- Accompany a child to routine medical or dental appointments, such as check-ups or vaccinations; or
- Volunteer or otherwise be involved at their child's school.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. If both parents are employed by Partners Personnel, only the first employee to request this leave is guaranteed to receive the time off.

Employees who take time off under this policy must utilize any existing PTO or paid sick leave for time off taken under this policy.

California School Activities Leave

This policy applies only when Partners Personnel has 25 or more employees at the same worksite.

Employees who are parents, guardians, stepparents, foster parents, grandparents, or who stand in *loco parentis* to a child in grades K-12 or with a licensed childcare provider may take up to eight hours or per month and 40 hours per year of unpaid time off to:

- Participate in activities of their child's school or licensed childcare provider;
- Address a school or child care provider emergency when their child cannot remain with a child care provider or in school because – (i) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (ii) of behavioral or discipline problems; (iii) of closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (iv) of a natural disaster; or
- Find, enroll, or re-enroll a child in school or with a childcare provider.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. If both parents are employed by Partners Personnel, only the first employee to request this leave is guaranteed to receive the time off.

Employees who take time off under this policy must utilize any existing PTO or paid sick leave for time off taken under this policy.

California School Appearance Leave

California employees who may take unpaid time off to appear at their child's or ward's school in connection with a suspension.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

California Adult Illiteracy Leave

Partners Personnel will reasonably accommodate and assist any employee who informs the Organization that they have a problem of illiteracy and requests the Organization's assistance in enrolling in an adult literacy education program if this reasonable accommodation does not impose an undue hardship on Partners Personnel.

Company assistance includes providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite. Employees will not be paid during the time spent attending such programs. Partners Personnel will take reasonable efforts to safeguard the privacy of the employee and the fact that they have a problem with illiteracy.

Partners Personnel will not terminate an employee because they reveal a problem of illiteracy and otherwise satisfactorily performs their work.

Illinois School Visitation Leave

Illinois employees who have worked for Partners Personnel for at least six months may take up to four hours of unpaid time off per day (not to exceed eight hours per school year) to attend school conferences, behavioral meetings, or academic meetings related to their child if the conference or meeting cannot be scheduled during non-work hours.

Employees must provide at least seven days (or 24 hours in the case of an emergency) of advance notice of the need for leave under this policy. Partners Personnel may request

reasonable documentation reflecting the need for such leave, including documentation from the school administrator which includes the exact time and date the school visitation occurred and ended. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

An employee who utilizes or seeks to utilize leave under this policy may elect to make up the time taken on a different day or shift. Partners Personnel will make a good faith effort to permit an employee to make up the time taken for purposes of this policy; however, if no reasonable opportunity exists for them to make up the time, they will not be paid for the time. A reasonable opportunity to make up the time taken does not include scheduling make-up time in a manner that would require the payment of wages on an overtime basis.

Employees must first exhaust all available PTO before requesting leave pursuant to this policy.

Louisiana School and Day Care Conference and Activities Leave

Louisiana employees may take up to sixteen hours of unpaid time off during a 12-month period to attend, observe, or participate in conferences or classroom activities that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during their nonwork hours. The child must be the employee's dependent child for whom they are the legal guardian.

Employees must provide reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Organization's operations. Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

Nevada School Visitation Leave

Nevada employees who are parents, guardians or custodians of a child in public school may take up to four hours leave of unpaid time off each school year (in increments of at least one hour), to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which their child is enrolled during regular school hours; and
- Attend school-sponsored events.

Leave must be taken at a time mutually agreed upon by Partners Personnel and the employee.

Employees must provide at least five days' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation that the employee attended or was otherwise involved at the school or school-related activity. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for being notified during work by a school employee of an emergency regarding their child.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

North Carolina Leave for Involvement in School

North Carolina employees who are the parent, guardian, or person who stands in loco parentis of a school-aged child may take up to four hours of unpaid time off per year to attend or otherwise be involved at that child's school.

For the purpose of this policy, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school that regularly provides a course of grade school instruction, (iii) preschool, and (iv) childcare facility.

Employees must provide at least 48 hours' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification that the employee attended or was otherwise involved at the school. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available PTO or paid sick leave during otherwise unpaid time off taken under this policy.

HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know that you have received the handbook. It is your responsibility to read and understand the contents of this handbook.

I acknowledge that I have received a copy of the Organization's Employee Handbook and understand that it sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with Partners Personnel. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees. Any agreement or promise of any kind pertaining to my employment must be in writing and signed by an authorized Company executive. I also acknowledge that my employment with Partners Personnel is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Partners Personnel. I acknowledge that no statements or representations regarding my employment can alter the foregoing unless done on the terms set forth in this handbook or in any agreement or offer letter between me and Partners Personnel. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Partners Personnel; there are no oral or collateral agreements of any kind.

In addition, I acknowledge that I have received a copy of the Organization's policy prohibiting discrimination, harassment, and retaliation, and understand the Organization's policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion (including, but not necessarily limited to, religious creed, dress, and grooming practices), citizenship, marital status, age (40 and over), national origin, ancestry, mental or physical disability (including, but not necessarily limited to, HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, pregnancy (including childbirth, breastfeeding, and related medical condition), or any other characteristics protected under applicable federal, state, or local laws. I understand Partners Personnel is committed to a work environment free of harassment and discrimination, and that Partners Personnel specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment, discrimination, or retaliation. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Organization's policy prohibiting discrimination, harassment, and retaliation, I will immediately report such conduct to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com, my supervisor, or a management-level employee. I understand and agree that to the extent I do not use the grievance procedures outlined herein or in the

Organization's policy prohibiting discrimination, harassment, and retaliation, Partners Personnel has the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, or that I have welcomed the conduct.

I agree to abide by the terms of the Arbitration Agreement that I signed in connection with my employment with Partners Personnel. I further agree, in accordance with the Organization's Arbitration Agreement, that I will submit any dispute arising under or involving my employment with Partners Personnel or the termination of my employment to binding arbitration, and I hereby expressly waive any right to a trial by jury. I agree that arbitration will be the exclusive forum for resolving all disputes arising out of or involving my employment with Partners Personnel or the termination of that employment.

I have carefully and thoroughly read the Organization's Alcohol and Drug Abuse Policy. I agree, without reservation, to abide by the terms of that policy. I further agree to notify Partners Personnel of any conviction for any criminal drug statute violation occurring in the workplace no later than five days after such conviction. I understand that abiding with the terms of this Alcohol and Drug Abuse Policy and notifying Partners Personnel of workplace-related drug convictions are conditions of my employment. I understand that any violation of the policy will result in disciplinary action, up to, and including, immediate termination of employment.

Signature: _____

Name: _____

Date: _____

NEW YORK HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know that you have received the handbook. It is your responsibility to read and understand the contents of this handbook.

This is to acknowledge that I have received a copy of the Organization's Employee Handbook and understand that it sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with Partners Personnel. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees. Any agreement or promise of any kind pertaining to my employment must be in writing and signed by an authorized Company executive. I also acknowledge that my employment with Partners Personnel is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Partners Personnel. I acknowledge that no statements or representations regarding my employment can alter the foregoing unless done on the terms set forth in this handbook or in any agreement or offer letter between me and Partners Personnel. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Partners Personnel; there are no oral or collateral agreements of any kind.

I agree to abide by the terms of the Arbitration Agreement that I signed in connection with my employment with Partners Personnel. I further agree, in accordance with the Organization's arbitration policy set forth in this Handbook and the Organization's Arbitration Agreement, that I will submit any dispute arising under or involving my employment with Partners Personnel or the termination of my employment to binding arbitration, and I hereby expressly waive any right to a trial by jury. I agree that arbitration is the exclusive forum for resolving all disputes arising out of or involving my employment with Partners Personnel or the termination of that employment.

In addition, I acknowledge that I have received a copy of the Organization's policy prohibiting discrimination, harassment, and retaliation, and understand the Organization's policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion or creed, citizenship, political affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, gender, pregnancy, childbirth (or related medical conditions) sex, sexual orientation, genetic disorder, genetic predisposition, carrier status, military status, or domestic violence victim status and any other basis protected under federal, state, or local laws. I further acknowledge that I have received a copy of the Organization's Complaint Form for Reporting Sexual Harassment and understand that I may use such form to report any incidents of sexual

harassment. I understand Partners Personnel is committed to a work environment free of harassment and discrimination, and that Partners Personnel specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment, discrimination, or retaliation. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Organization's policy prohibiting discrimination, harassment, and retaliation, I will immediately report such conduct to Corporate Human Resources at 805.696.2178, HR Help Desk aa744de5@hd.plumsail.com, or HR@espererholdings.com, the CEO, my supervisor, or a management-level employee with whom I feel comfortable. I understand and agree that to the extent I do not use the grievance procedures outlined herein or in the Organization's policy prohibiting discrimination, harassment, and retaliation, Partners Personnel has have the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, or that I have welcomed the conduct.

Signature: _____

Name: _____

Date: _____

**WASHINGTON ACKNOWLEDGMENT AND AGREEMENT - POLICY
PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION**

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know you have received the anti-harassment policy and are aware of the Organization's commitment to a harassment-free work environment as well as your obligations to report harassment.

This is to acknowledge that I have received a copy of the Organization's policy prohibiting discrimination, harassment, and retaliation, and understand the Organization's policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion, creed, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental or sensory disability (including the use of a trained guide dog or service animal by a person with a disability), medical condition (as defined under applicable state law), actual or perceived HIV or Hepatitis C infection, veteran status, military status, sexual orientation, gender identity, gender expression, sex, pregnancy (including childbirth and related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws. I understand Partners Personnel is committed to a work environment free of harassment and discrimination, and that Partners Personnel specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment, discrimination, or retaliation. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Organization's policy prohibiting discrimination, harassment, and retaliation, I will immediately report such conduct to my supervisor or to a management-level employee with whom I feel comfortable.

I understand and agree that to the extent I do not use the grievance procedures outlined herein or in the Organization's policy prohibiting discrimination, harassment, and retaliation, Partners Personnel will have the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, or that I have welcomed the conduct.

Signature: _____

Name: _____

Date: _____

**WASHINGTON ACKNOWLEDGMENT AND AGREEMENT - ALCOHOL
AND DRUG ABUSE POLICY**

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know you have received the Organization's Alcohol and Drug Abuse Policy and are aware of the Organization's commitment to a drug- and alcohol-free work environment, potential disciplinary actions, and available treatment options.

I have carefully and thoroughly read the Organization's Alcohol and Drug Abuse Policy.

I agree, without reservation, to abide by the terms of that policy. I further agree to notify Partners Personnel of any conviction for any criminal drug statute violation occurring in the workplace no later than five days after such conviction. I understand that abiding with the terms of this Alcohol and Drug Abuse Policy and notifying Partners Personnel of workplace-related drug convictions are conditions of my employment. I understand that any violation of the policy will result in disciplinary action, up to and including immediate termination.

Signature: _____

Name: _____

Date: _____

WASHINGTON ACKNOWLEDGMENT AND AGREEMENT

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know that you have received the Employee Handbook. It is your responsibility to read and understand the contents of this handbook.

This is to acknowledge that I have received a copy of the Organization's Employee Handbook and understand that it sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with Partners Personnel. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees. Any agreement or promise of any kind pertaining to my employment must be in writing and signed by an authorized Company executive. I also acknowledge that my employment with Partners Personnel is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Partners Personnel. I acknowledge that no statements or representations regarding my employment can alter the foregoing unless done on the terms set forth in this handbook or in any agreement or offer letter between me and Partners Personnel. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Partners Personnel; there are no oral or collateral agreements of any kind.

I agree to abide by the terms of the Arbitration Agreement that I signed in connection with my employment with Partners Personnel. I further agree, in accordance with the Organization's Arbitration Agreement that I will submit any dispute arising under or involving my employment with Partners Personnel or the termination of my employment to binding arbitration, and I hereby expressly waive any right to a trial by jury. I agree that arbitration will be the exclusive forum for resolving all disputes arising out of or involving my employment with Partners Personnel or the termination of that employment

Signature: _____

Name: _____

Date: _____

**COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER AND
ACKNOWLEDGMENT**

Please sign the acknowledgment form below and return it to Corporate Human Resources. This will let Partners Personnel know you have received the Colorado Overtime and Minimum Pay Standards Order.

I have received the most recent Colorado Overtime and Minimum Pay Standards Order poster. The poster is also available electronically [here](#).

Signature: _____

Name: _____

Date: _____



COLORADO
Department of
Labor and Employment

COLORADO OVERTIME & MINIMUM PAY STANDARDS ORDER
("COMPS Order") #38, POSTER & NOTICE

Effective 1/1/23: must update annually;
new poster available each mid-December

Colorado Minimum Wage: \$13.65/hour, or \$10.63 for Tipped Employees, in 2023 (Rule 3)

- The minimum wage is adjusted each year for inflation, so the above amounts are for only 2023
- All employees must be paid at least the minimum wage (unless exempt in Rule 2), whether paid hourly or another way (salary, commission, piecework, etc.) except unemancipated minors can be paid 15% under full minimum wage
- Use the highest standard if other labor laws also apply, such as Denver's minimum wage (\$17.29 in 2023)

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required *each* week over 40 hours, or day over 12, even if 2 or more weeks or days *average* fewer hours
- Employers cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
 - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
 - No 40-hour weekly overtime in downhill ski/snowboard jobs (but 56-hour overtime for many under federal law)
 - Agriculture, as of 11/1/22; overtime after 60 hours; half-hour paid break in days over 12 hours; extra pay if over 15

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

#Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
#Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to the extent practical
 - Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
 - Key variances/exemptions:
 - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes (Rule 5.2.1)
 - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)
- Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)**
- All time on-premises, on duty, or at workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty,
 - waiting for assignments at work, or receiving or sharing work-related information,
 - security/safety screening, or clocking/checking in or out, or
 - waiting for any of the above tasks.
 - Travel for employer benefit is time worked; normal home/work travel is not (details in Rule 1.9.2)
 - Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3).

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Vacation pay: Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or declaring forfeiture based on cause for termination, lack of resignation notice, etc.
- Deductions from pay: Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after audit/notice)
- Tip credits: Employers can pay up to \$3.02 under minimum wage (\$10.63 in 2023, or \$14.27 in Denver), if (a) tips (not mandatory service charges) raise pay to full minimum, & (b) tips aren't diverted to non-tipped staff/owners
- Meal credits/deductions: Allowed for the cost or value (without employer profit) of voluntarily accepted meals
- Lodging credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employee's (not the employer's) benefit, recorded in writing, and limited to \$25 or \$100 per week (based on housing type)
- Uniforms: Must be provided at a cost unless they are ordinary clothes without special material or design; employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- Executives/supervisors, administrators, and professionals paid at least a salary (not hourly wages) of \$50,000 in 2023 (\$55,000 in 2024, then inflation-adjusted), except \$31.41/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$112,500 in 2023)
- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management
- Various (not all) types of salespersons, taxi drivers, camp/outdoor education field staff, or property managers

Record-Keeping & Notices of Rights (Rule 7)

- Employers must give all employees (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay
- This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy
- Employers must include a copy of this poster, or a COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific credits, deductions, or exemptions in COMPS

Complaint & Anti-Retaliation Rights (Rule 8)

- Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court
- Employers cannot retaliate against, or interfere with, employees exercising their rights
- Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)
- Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)
- Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or rulings; and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936

COMPLAINT REPORT FORM - DISCRIMINATION OR HARASSMENT

If you believe that you have been subjected to discrimination or harassment, you are encouraged to complete this form and submit it to Corporate Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its discrimination and harassment prevention policy by investigating the claims as outlined at the end of this form.

REPORTER INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

Communication: Email Phone In person

IMMEDIATE SUPERVISOR INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

COMPLAINT INFORMATION

Type of Complaint Discrimination Harassment Both

Is the Behavior Continuing? Yes No

Name of Person Involved: _____

Title: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

Date(s) incident occurred: _____

1. Please describe what happened. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Please describe how it is affecting you and your work. Please use additional sheets of paper if necessary.

3. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

4. *This question is optional but may help the investigation.* Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

5. If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Partners Personnel DISABILITY ACCOMMODATION REQUEST FORM

Employees seeking accommodations are not required to use this form. Requests may be submitted verbally. Filling out this form can help Partners Personnel better understand your needs and reasonably accommodate them. All information submitted will be kept confidential. This form may also be used to request accommodations related to pregnancy, childbirth, or related medical conditions.

Questions to clarify accommodation requests.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

Yes No

If yes, please explain.

Is your accommodation request time-sensitive?

Yes No

If yes, please explain.

Questions to document the reason for accommodation requests.

What, if any, job function are you having difficulty performing?

What, if any, employment benefits are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation?

Yes No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

Other

Please provide any additional information that might be useful in processing your accommodation request.

Signature

Date

Return this form to Corporate Human Resources at 805.696.2178, HR Help Desk
aa744de5@hd.plumsail.com, or HR@espererholdings.com.

Return this form to Corporate Human Resources at HR@Espererholdings.com.

RELIGIOUS ACCOMMODATION REQUEST FORM

Name of Requester: _____

Date of Request: _____

Email Address: _____

Telephone Number: _____

Job Title: _____

Work Location: _____

Identify the company requirement, policy, or practice that conflicts with your sincerely held belief or observance.

Describe the nature of your sincerely held belief or observance that conflicts with the company requirement, policy, or practice identified above.

What accommodation or modification are you requesting?

List any alternative accommodations that would also resolve the conflict between the company requirement, policy, or practice and your sincerely held belief.

Requester Signature: _____

Date: _____

ACCOMMODATION DECISION

Accommodations:

- Approved as requested Approved but different from the original request Denied

Specify the accommodation provided.

If the approved accommodation differs from the original request, explain the reason for denying the initial request.

If an alternative accommodation was offered, indicate whether the employee:

- accepted rejected

If rejected, state the basis for the employee's rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the reason for denying the request without an alternative accommodation.

