



**Crete
Professionals
Alliance**

EMPLOYEE HANDBOOK

2026

Employee Handbook

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Introduction

Welcome to CretePA! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further CretePA's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services in the industry. We sincerely hope you will take pride in being an important part of the combined success of CretePA and our partner firms.

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. CretePA is referred to as "Company" or "the Company" throughout the handbook.

This handbook outlines the policies that govern the Company **and our work in support of our Partner Firms** as a whole. However, it's important to note that employees working within our Partner Firms may be subject to additional, firm-specific policies. While the core principles and guidelines presented in this handbook apply across our entire organization, certain Partner Firms may have unique operational requirements or industry-specific regulations that necessitate supplementary policies. Therefore, we encourage all employees working at Partner Firms to familiarize themselves with both this primary handbook and the specific handbook supplement (if it exists) provided by their respective Partner Firm. This dual approach ensures that you are fully informed about both the overarching Company policies and any particular guidelines relevant to your immediate work environment. If you have any questions about which policies apply to your role or how to reconcile any apparent differences, please don't hesitate to consult with your supervisor or the Human Resources department at HR@CretePA.com.

The term "Company" as used throughout this handbook refers to Company and/or any Partner Firm where employees are assigned. This designation ensures that all policies, procedures, and guidelines apply appropriately to the specific organizational context in which employees work, whether under CretePA directly or within a Partner Firm.

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. This handbook also has a State Addenda which contains policies that apply to employees who work in certain states. The State Addenda modifies language in the Handbook, so if there are

conflicts between the Handbook and Addenda, the Addenda should be followed. We use best efforts to stay abreast of state laws and these policies are subject to change as changes in law occur.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the HR department at HR@CretePA.com.

Our Commitments

This section outlines our principles.

Our Mission (What we wake up every day to do) To Accelerate Potential

What this means: We exist to unlock what's possible—for our people, our partner firms, and our clients—faster than they could on their own. For employees, this looks like:

- Helping people and our partner firms grow into bigger roles, broader impact, and greater opportunities
- Removing friction that slows teams down
- Turning ambition into execution, not just ideas
- Investing time, tools, and support where it creates real momentum

Our Vision (Where we are going) What's Next Starts with Us

What this means: We don't wait for the future—we build it. Crete is a place where innovation, leadership, and progress are intentional, not accidental. For employees, this looks like:

- Taking ownership for shaping better outcomes
- Being curious, forward-looking, and willing to challenge the status quo
- Using technology, data, and collaboration to lead the profession—not follow it
- Acting like builders, not bystanders

Our Values (How we behave and show up everyday)

Reliable: We do what we say we'll do—especially when it's hard.

- We follow through
- We honor commitments
- We build trust through consistency

Respected: We treat people with dignity, professionalism, and empathy.

- We listen before we judge
- We value different perspectives
- We assume positive intent

Resourceful: We find a way forward—together.

- We solve problems, not point fingers
- We use creativity, collaboration, and grit
- We ask for help and offer it freely

Our Guiding Principle (How we make decisions)

Winning Together, with Purpose

What this means: Success at Crete is shared. We win as a team, across firms, roles, and geographies—while staying grounded in why the work matters. Our decision making “compass” is the Triad: Our team, Our Client, Our Prosperity. All decisions should honor all three.

For employees, this looks like:

- Prioritizing collective success over individual silos
- Balancing performance with integrity
- Making decisions that are good for the long term, not just the short term
- Aligning growth with meaning and impact

Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

Our Company is an equal opportunity employer and makes employment decisions on the basis of 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. Our Company does not discriminate against or tolerate harassment by anyone on the basis of the following Protected Characteristics:

- 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)

Our Company 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 Company-sponsored event takes place.

Harassment

Harassment is prohibited and can be unlawful when based on a protected characteristic. Harassment may take many forms, including: verbal or digital 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 strictly prohibited and could lead to discipline up to and including termination.

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, 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 Human Resources, their second-tier supervisor, or another superior they trust. Employees should bring the matter to the attention of the Company promptly so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Ethics@CretePA.com so we can attempt to resolve the claims internally.

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

Sexual Harassment Policy

The Company is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of company policies, and unlawful. All Company employees will participate in sexual harassment training annually and will discipline people who engage in sexual harassment or allow such behavior to continue.

This policy is one component of the Company's overall policy on equal employment opportunity and the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Human Resources at HR@CretePA.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 the Company ("Covered Individuals").

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful. It is unlawful and a violation of Company 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 Company-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 Human Resources at Ethics@CretePA.com. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor or Human Resources.

Victims of sexual harassment may also seek assistance outside of Company, 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 Human Resources at Ethics@CretePA.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. Company 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 anti-discrimination law.
- Reporting that another person has been sexually harassed.
- 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 Human Resources at Ethics@CretePA.com. They may also seek relief outside of Company, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

Company will investigate all complaints of or information about sexual harassment. Investigations will be prompt and thorough, 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.

Legal Protections and External Remedies

Harassment, including sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the internal process at Company, 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 jurisdiction 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.

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.

Employment Authorization and Eligibility

All offers of employment are contingent on verification of an employee's right to work in the U.S. Company complies with all applicable federal immigration laws. All employees must complete and sign the I9 verification form required by federal law no later than the first three days 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., Company may be obligated to terminate the employee. The Company uses the federal government's E-Verify system when hiring new employees.

Visa Sponsorship & Immigration Support

The Company may, at its discretion, consider sponsorship for employment-based visas or work authorization extensions when aligned with business needs, role requirements, and legal eligibility. Sponsorship is not guaranteed and is evaluated on a case-by-case basis. To ensure compliance and consistency, all immigration-related inquiries or sponsorship requests must be initiated through HR@CretePA.com.

Anti-Bribery and Anti-Corruption Policy

Purpose

Company strives to uphold the highest standards of ethical conduct in each jurisdiction where it does business and to avoid impropriety in the actions of its directors, officers, employees, and agents. Company operates in a wide range of legal and business environments and locations, which can present unique legal challenges.

Company has zero tolerance for bribery or any other forms of corruption. Company will uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. These activities could cause Company serious damage to our reputation therefore all employees are responsible for the prevention and reporting of bribery or other forms of corruption. Employees must not engage in any form of bribery, whether it be directly, passively, or through a third party (such as

an agent or distributor). All employees have an affirmative obligation to report any attempted bribery (even if refused) or any other forms of corruption. Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value, a benefit, or an advantage so to induce or influence an action or decision.

A conflict of interest can develop into a bribery problem when an employee requests, agrees to receive or receives anything of value (whether financial or otherwise) in a manner that interferes with the employee's judgment in performing functions on behalf of Company. Violation of this policy is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also in breach of this policy.

Applicability

This policy applies to any individual or organization our company meets and works with including any third party, meaning actual and potential clients, customers, suppliers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians, and public parties.

Administration

Human Resources is responsible for implementing and overseeing this policy. Contact Human Resources at HR@CretePA.com for any questions about this policy.

Prohibited Payments and Gifts

The policy prohibits direct or indirect payments (offers, payments, promises to pay, or authorizations of payment of any money) and gifts (offers, gifts, promises to give, or authorizations to give anything of value) to any individual for the purpose of:

1. Influencing any act or decision of the individual or an official in their official capacity.
2. Inducing the individual or an official to perform or fail to perform any act in violation of the lawful duty of such official.
3. Securing any improper advantage.

Any payment, offer, or promise to obtain or retain business, direct or secure business, or secure an improper advantage is subject to this policy. This extends to payments to a third party where the employee or agent knows, or has reason to know, that the third party will use any part of the payment for bribes. A promise or offer to pay may constitute a violation even if the bribe is not actually paid.

Payments and gifts that violate this policy include "anything of value." This term is broad and includes gifts, travel, meals, lodging, entertainment, gift cards, loans, non-arm's length transactions, charitable or political donations, or business, employment, or investment opportunities.

If an individual or official attempts to solicit or extort improper payments or anything of value from Company employees or agents, the employees or agents must inform the individual that the Company does not engage in such conduct and immediately contact Human Resources. If you have any question whether a gift or promise could cross any ethical lines you should contact Human Resources or email Ethics@CretePA.com.

Facilitating Payments, Kickbacks and Gratuities

Facilitation payments and kickbacks are also strictly prohibited under this policy. Facilitation payments are a form of bribery provided with the intention of securing or speeding up the performance of a certain duty or action. Kickbacks are payment made in exchange for a business favor or advantage. In addition, Company employees are prohibited from accepting or giving any form of gratuities. A gratuity is given after the fact, as a “thanks” for an act but not in exchange for it, or it is given with a nonspecific intent to curry favor.

Permitted Payments

It is acceptable to receive normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- It is not made with the suggestion that a return favor is expected.
- It is in compliance with local law.
- It does not include cash.
- It is not targeted to one individual decision maker
- It is appropriate for the circumstances (e.g., giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- It is of an appropriate type and value.
- It is given/received openly, not secretly.
- It is not above a certain excessive value (in excess of \$1,000.00).

If you have any question whether a gift or gesture could cross any ethical lines you should contact Human Resources at HR@CretePA.com or email Ethics@CretePA.com.

Employment of Relatives

Relatives of employees may be eligible for employment with Company provided the individuals involved do not work in a direct supervisory relationship or in positions where 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 are already in a relationship, such as marriage or a domestic partnership, including those in direct supervisory relationships, may be permitted to continue in their current roles. However, these situations will be reviewed on a case-by-case basis to ensure they do not create conflicts of interest or negatively

impact the work environment. For new hires or newly formed relationships, if employees find themselves in a direct supervisory relationship, **the Company HR Team must be notified immediately** at HR@CretePA.com to determine if assistance is needed in exploring reassignment options for one of the employees to a suitable and available position for which the employee is qualified. If no appropriate position is available, one of the employees may be required to leave Company. An exception to this policy may be made for internships lasting fewer than six (6) months.

Employee Fraternization Policy

This policy establishes guidelines for employees if they have non-work-related relationships 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.

Appropriate Behavior

Employees should not allow their personal relationship to disrupt the workplace. During work hours and while at the workplace, 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. Employees should remain productive, focused, and committed to work.

Employees with outside/personal relationships should maintain a professional relationship while performing work for the Company. Employees should not disparage each other, disclose details of their relationship, or engage in any other actions that disrupt the workplace even if the relationship changes/ends.

Reporting Relationships

Employees who are dating and/or have other personal relationships and 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 Company.

Human Resources will review the circumstances of the relationship and notify the employees of any necessary actions. Human Resources may determine whether the employees should no longer work together or require one of the employees to change job position or departments. If Human Resources is unable to reach a reasonable working situation for the employees, then one of the employees may be required to leave the Company.

For previously existing relationships, exceptions may be made on a case-by-case basis. These situations will be reviewed individually to ensure they do not create conflicts of interest or negatively impact on the work environment.

If employees marry or enter a domestic partnership, they will be governed by the **Employment of Relatives** policy.

Disciplinary Actions

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

Background Check Policy

Background checks help the Company gain insights into applicants' backgrounds, ensure the Company hires reliable employees, verify applicants' truthfulness and accuracy, and screen candidates convicted of serious criminal behavior.

Offers of employment or promotions at the Company may be contingent upon clear results of a background check, as deemed necessary and as permitted by law. Whether a background check is required for a position or promotion will be indicated in the job posting.

The Company reserves the right to modify this policy at any time without notice.

Information Included

Unless otherwise prohibited by law, background checks may include:

- Social Security number, date of birth, and former addresses.
- Prior employment (up to two employers or five years), including dates of employment; positions held; reasons for departure and eligibility for rehire.
- Personal and professional references.
- Educational information, including the years attended and the degree/diplomas received.
- Criminal history, including the number of convictions, nature of convictions; and time since convictions.
- Motor vehicle records, including driving history (if the position involves driving); and/or
- Credit history (if the position involves managing or handling Company funds, cash, or credit cards).

Procedure

The Company will comply with all applicable legal requirements when conducting background checks. Applicants will be asked to provide written permission before the Company conducts a background check. The Company will order the background check from a reputable background check provider.

Human Resources will review the results of the check internally. If the background check reveals information that may lead to retracting the offer, HR will conduct an individualized assessment in

compliance with applicable laws. HR will only inform the hiring manager whether the applicant has passed or not passed the background check, without disclosing specific details.

If the Company determines not to hire or promote an applicant based on the results of a background check, the Company will comply with any applicable Fair Credit Reporting Act (FCRA) requirements.

Our Expectations

This section explains the expectations we have for our employees.

Code of Conduct

The success of Company 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, Company and employees can thrive. For more information on any of the topics in this policy, see the referenced policy in the Employee Handbook.

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. Company 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 Company. 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. 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.

Contact 911 immediately in the event of an emergency, and please observe the following precautions:

- Notify Human Resources of any emergency situation.
- If you are injured or become sick at work, no matter how slightly, you must inform your manager and/or partner and/or Human Resources immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the Company's property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions.
- If you are not sure of the safe procedure, don't guess; just ask Human Resources.

- Know the locations, contents and use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Professionalism

Professionalism is also a prerequisite for success at work. Employees are expected to act professionally while working and representing the Company. All employees should be respectful of the Company 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 **Personal Appearance** policy, 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 Fraternization** 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 Company, even while not at work. Employees' behavior outside of work hours should not damage the Company's reputation. Company 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.

Professionalism and Client Interactions

Employees must conduct themselves in a professional manner at all times when representing the Company, whether in the office, at client sites, while traveling, or working remotely. All client meetings, site visits, and out-of-office client work must be recorded on employee calendars with location, time, and expected duration, and updated promptly if plans change. Employees must treat clients, client employees, and colleagues with courtesy and respect, using professional language in all communications. Harassing, discriminatory, profane, or otherwise unprofessional comments or conduct are prohibited. For client-facing work (in person or virtual), employees must dress in a manner that reflects well on the Company and aligns with the client's environment. At a minimum, employees must follow the Company dress code and any client-specific standards communicated for an engagement. Employees who drive on Company or client business must obey all traffic laws, drive safely, and exercise good judgment. Only employees with a valid driver's license, active vehicle registration, and required insurance may drive for work-related purposes. Texting while driving is prohibited, and mobile device use must comply with applicable law. Any accidents or citations while driving on Company or client business must be reported to a manager as soon as practicable.

Employees must use good judgment when incurring business or client-related expenses. All expenses must be reasonable, necessary, directly related to approved business activities, and compliant with the Company's expense and reimbursement policies, including any pre-approval requirements. Employees must submit timely, accurate documentation and required receipts. Employees traveling internationally on Company or client business must submit a request to HR@CretePA.com at least 30 days prior to necessary travel. Employees are responsible for complying with immigration, customs,

security, health, and safety requirements, and must obtain all required approvals, visas, and documentation before travel. Any travel disruptions, security concerns, or incidents during international travel must be reported to their manager or HR as soon as reasonably possible. Failure to follow these standards may result in corrective action, up to and including termination of employment.

Lawful Conduct

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

Company Property

Respecting the property of Company is important for it to operate efficiently. Employees have a duty to be respectful of Company and Partner Firms Property. Employees shouldn't misuse the Company's equipment or use it frivolously. Any unauthorized use of Company property is prohibited and may result in discipline.

Employees have access to a variety of technology on the Company's devices and systems. Employees' use of Company property or systems, or use of personal devices while at the workplace are subject to the **Technology & Acceptable Use** policy. Employees should review this policy to understand their privacy rights and responsibilities while using Company technology. The use of electronic devices while driving is dangerous, and all employees must follow the Company's **Cell Phone & Electronic Device** policy.

Use of Company-owned devices, systems, and networks constitutes consent to monitoring. Employees should have no expectation of privacy with respect to any data or communications transmitted, received, or stored using Company resources, to the extent permitted by applicable law.

Employees should also remember that they are responsible for safeguarding the Company'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 Human Resources at HR@CretePA.com. Violations of this policy may result in discipline, including the possibility of termination. Employees should refer to the **Discipline** policy and its procedures for more information about discipline.

Workplace Behavior Standards

Crete PA expects all employees to act with honesty and integrity in every aspect of their work. Employees must provide accurate information, safeguard Company property and resources, and avoid fraud, theft, falsification of records, or other dishonest conduct. Any violation of this standard of honesty may result in disciplinary action, up to and including termination

- Misrepresenting reasons for absences, tardiness, or leaving early. Excessive unexcused tardiness and/or unexcused absences; Abusing break periods (e.g., routinely extending breaks or meal periods without approval).
- Theft or misuse of Company, client, or coworker property (including cash, equipment, supplies, or data).
- Unauthorized use of Company credit cards, accounts, or purchasing authority.
- Providing false or misleading information in hiring, performance reviews, or investigations.
- Sleeping on the job or intentionally failing to perform assigned duties while on work time.
- Misusing systems or logins (for example, clocking in or out for another employee).
- Concealing errors, safety incidents, or policy violations instead of promptly reporting them.
- Engaging in fraud, deception, or other dishonest conduct in connection with work.
- Rude or disrespectful attitude towards clients, staff, contractors, coworkers or leadership; threatening, discriminatory, or otherwise offensive language;
- Failure to work in a cooperative manner with management, coworkers, clients, and/or vendors;
- Unsafe behavior or failure to report injuries;
- Insubordination or dishonesty;
- Neglect, misuse or theft of Firm time or property, or property belonging to an employee, client, or anyone else;
- Reporting for work under the influence of drugs or alcohol, or possessing same at work;
- Possession of weapons, firearms, and/or explosive devices in the workplace;
- Unauthorized departure or abandonment of work prior to the end of scheduled working hours.

The causes for discipline listed above are for illustration only and do not impact the right of the Firm to discipline employees, up to and including discharge, for any other reason deemed sufficient by management.

Workplace Violence and Bullying

The company prohibits workplace violence and bullying and will take prompt action, up to and including termination of employment, against any employee who, for example:

- uses threatening language;
- engages in threatening behavior or acts of violence;

- creates an intimidating, threatening or hostile work environment; or
- brings firearms or other weapons onto Company premises, including weapons in Firm or personal vehicles while on Company business.

Conflict of Interest

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

1. Participate in any organization that competes with Company.
2. Have any financial involvement with any organization that competes with or does business with Company.
3. Enter into contracts on behalf of Company with the employee's relatives or household members.
4. Take personal advantage of the Company's business opportunities.
5. Help someone sell products or services to the Company that would create an unfair advantage for the vendor.
6. Assist the Company's competitors.

This list illustrates some possible conflicts of interest and isn't 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 interest 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 Company'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. For any questions about this policy, employees should contact Human Resources at HR@CretePA.com.

Whistleblower Protection

Purpose

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

Reporting

Employees with concerns or knowledge of misconduct are encouraged to report to the employee's supervisor or Human Resources at Ethics@CretePA.com. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures.

To facilitate an investigation, the employee's report should preferably be in writing and include a full statement of the misconduct, people involved, and relevant dates. Good faith concerns may also be reported orally to a supervisor or Human Resources. 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 Company prior to reporting the concerns outside the Company, and Company encourages employees to allow the Company a reasonable time to correct the conduct. However, employees do not have to first report to Company if there is an emergency or if the employee is reasonably certain the Company knows about the misconduct. Nothing in this policy is intended to limit or interfere with any right an employee may have under federal, state, or local law to report concerns to a government agency or other third party, or to receive an award from a government agency.

DTSA Whistleblower Immunity Notice

Notwithstanding any Company policy, agreement, or confidentiality obligation, employees, contractors, and consultants are hereby notified that under the federal Defend Trade Secrets Act of 2016 (DTSA), 18 U.S.C. § 1833(b), they will not be held civilly or criminally liable under any federal or state trade secret law for the disclosure of a trade secret that:

- Is made in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or
- Is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

Employees, contractors, and consultants who file a lawsuit for retaliation by Company for reporting a suspected violation of law may disclose the Company's trade secrets to their attorney and may use the trade secret information in the court proceeding, so long as any document containing the trade secret is filed under seal and the individual does not disclose the trade secret except pursuant to court order.

Company's confidentiality and trade secret policies and any agreements regarding confidential information are subject to this DTSA whistleblower immunity provision and are not intended to, and do not, prohibit or restrict lawful disclosures described above.

Investigation

Company will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation into 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 with their legal rights of defense. All materials from an investigation under this policy will be kept confidential to the extent possible.

Retaliation

Company will not unlawfully discriminate or retaliate against employees who:

- Lawfully report or threaten to report misconduct by Company or a Partner Firm.
- Participate in an inquiry, court action, investigation, or hearing regarding misconduct.
- 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 Human Resources at Ethics@CretePA.com immediately. Employees who retaliate against reporting employees will be subject to disciplinary measures up to termination, and they may also be subject to civil, criminal, and administrative penalties.

Employees should contact Human Resources at HR@CretePA.com with any questions about this policy.

Open Door Policy

Company maintains an "open door" policy to facilitate the resolution of job-related concerns or personnel matters. This policy encourages open communication and aims to address issues before they escalate.

Employees are encouraged to follow these steps when seeking to resolve a problem:

- Discuss the concern with your immediate supervisor or manager.
- If the issue remains unresolved, or if you're uncomfortable discussing it with your immediate supervisor, contact Human Resources at HR@CretePA.com or another supervisor or manager within the partner firm.

Company assures that no employee will face discrimination, or criticism for utilizing this open-door policy.

This policy also welcomes suggestions for continuous improvement. Employees are encouraged to share ideas for enhancing job performance, improving services, or better meeting customer and

partner needs. Such suggestions can be discussed with a manager, another member of the management team, or submitted to Human Resources at HR@CretePA.com.

Employees are reminded that any suggestions, innovations, inventions, or other creations developed during work time or using company resources are considered the property of Company.

Company is committed to maintaining a work environment where all employees feel comfortable expressing their concerns and ideas.

Workweek and Work Schedules

Work schedules at Company are designed to meet the operational needs of our organization and our Partner Firms while maintaining flexibility for our employees. Your specific work schedule will be determined by your immediate supervisor in accordance with the policies of the partner firm to which you are assigned. See the State Addenda for any work schedule rules specific to your state.

Workplace Violence

Company has no tolerance for acts and threats of violence among superiors, subordinates, coworkers, or anyone in the workplace, including independent contractors, contract workers, vendors, interns, clients, customers, or visitors.. All violent acts, even those made in jest, will be taken seriously and could lead to termination. Threats may be direct or indirect, they may be made verbally or nonverbally and they may be made during or outside of work hours. 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. Company will review all reports of workplace violence and conduct investigations as appropriate. Company will take appropriate remedial action to remedy any workplace violence.

Weapons in the Workplace Policy

Possession of Firearms on Company Property

Ensuring a safe work environment and preventing workplace violence is of paramount importance to Company. Having weapons in the workplace poses a potential threat to the safety and security of employees, customers, contractors, and visitors. Firearms and other dangerous weapons of any type are strictly prohibited at all times on the Company's property, which includes all Company-owned or leased property, including vehicles, buildings, parking lots, workspaces, and all other property controlled by Company. This prohibition applies whether employees are on-site or off-site acting in the course of their employment, unless required by state laws.

Parking Lots

Many states have “guns-at-work” laws that permit employees to store legally owned firearms in their privately-owned vehicles in Company parking areas, provided certain conditions are met.

The following restrictions apply to employees in other states:

1. The employee’s vehicle is operated or parked in a permissible location.
2. The employee is legally permitted to own and carry the firearm.
3. The firearm is kept out of sight and locked in a compartment or container in the interior of the vehicle or in a compartment or container securely affixed to the vehicle while the vehicle is unattended.

Unless all requirements are met, possession of a firearm in any vehicle in Company-controlled parking lots is prohibited. If State law contradicts the outlined policy, the state law requirement would supersede.

Other Dangerous Weapons

“Other Dangerous Weapons” includes explosives, large knives, and other fighting or defensive weapons that might be considered dangerous or that could cause serious harm. Employees are responsible for ensuring that any item they possess is not prohibited by this policy. Scissors, box cutters, and other small-bladed tools that are important for employees to adequately perform their job duties are permitted. If employees are unsure whether something is prohibited on Company property, they should contact HR@CretePA.com for clarification before bringing it to work.

Enforcement

All violations of this policy will be handled according to the Company’s standard disciplinary procedures, up to and including termination of employment. Visitors who violate this policy may be removed from the premises and reported to law enforcement authorities.

Outside Employment

While employed by Company, employees are expected to devote their energies to their jobs with the Company. Second jobs are strongly discouraged as employees must meet the demands of their current jobs with Company 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 Company; employment that interferes with the protection of the Company’s trade secrets or other confidential information; or employment that requires an employee to conduct work for another employer on the Company’s property, during an employee’s working time, or using the Company’s facilities, equipment, or property.

Employees who wish to engage in additional employment outside of Company must submit a written request to Human Resources at HR@CretePA.com explaining the details of the additional employment. Company does not provide workers' compensation coverage or any other benefit for injuries occurring while working for another employer.

Drug and Alcohol Abuse

Company 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 Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the safety of other employees and exposes Company to the risks of property loss or damage, or injury to other people.

Company strictly prohibits: (1) being impaired by alcohol while performing regular work for Company; (2) driving a Company 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 Company or on the Company's property; (4) possessing, using, or being under the influence of an illegal or controlled substance while on Company premises or while performing work for Company; 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. Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship would result, or as otherwise required by applicable federal or state law.

If reasonable suspicion exists, the employer reserves the right to require the employee to submit to drug and/or alcohol testing, in accordance with applicable law and company policy. Violation of this policy may result in disciplinary action, including termination. Company may also bring the matter to the attention of appropriate law enforcement authorities.

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 unable to report for work on any particular day, employees must provide their supervisor with reasonable advance notice before the time employees are scheduled to begin work that day. Employees will be considered tardy for that day if reasonable advance notice before their scheduled time to begin work is not provided.

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 Company's leave policies, failure to report absences on time, and excessive tardiness may lead to discipline, including termination.

Smoking Policy

Company is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. The company provides a smoke-free environment for all employees, contractors, customers, and visitors to keep a safe and healthy workplace environment. This policy covers the use of any tobacco product producing aerosolized particles, including, but not limited to, cigarettes, cigars, pipes, vape pens, e-cigarettes, and other similar products. This policy applies to employees, contractors, customers, and visitors present on or using Company property.

Smoking is not permitted indoors in any area of Company property, including in Company vehicles. If employees smoke outside, smoking must be confined only to outdoor areas located at least 25 feet from building entryways, exits, windows, and other ventilation zones, subject to any other applicable law, building code, or building policy.

If a customer or visitor attempts to enter Company property while using a cigar, cigarette, pipe, vape pen, e-cigarette, or similar product, or to smoke within 25 feet from building entryways, exits, windows, or other ventilation zones, employees should politely request that the customer or visitor stop smoking before entering Company property or relocate to an appropriate outdoor location.

All smoking-related items must be properly stored and disposed of in appropriate waste receptacles. For safety reasons, smoking is prohibited in all areas where paint and flammable materials are present. All violations of this policy will be handled according to the Company's standard disciplinary procedures, which may include termination of employment.

Key or Access Card Policy

All employees are responsible for maintaining security within the workplace. Employees may receive a key or access card or fob and must use keys or access cards/fobs according to this policy and any other instructions provided by Company. Employees should never loan or duplicate a key, access card or fob 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 or fobs to employees' supervisors immediately. Employees may be responsible for the cost of replacement.

Cell Phone and Electronic Device Policy

Personal devices are permitted in the workplace but should not interfere with job duties or workplace safety. Excessive personal use during work hours is prohibited. Non-work-related use should be limited to breaks or before/after work hours, whenever possible. Additionally, cell phone use should not disturb colleagues or interfere with their work.

Company-provided devices should primarily be used for work purposes. Employees are responsible for any damage or loss incurred. Viewing, downloading, or uploading illegal or obscene material on company phones is strictly prohibited. Employees may use the camera, video, and audio recording functions of personal or company-issued devices on Company and partner firm premises for ordinary, non-business purposes (such as informal photos of coworkers, office events, or personal activities), provided such use does not interfere with work responsibilities and complies with the guidelines below.

To protect confidential information and individual privacy:

Employees must not photograph, record, or capture any confidential, proprietary, or client-related information, including but not limited to documents, computer screens, whiteboards, or conversations, without prior authorization and/or legitimate business purpose.

Recording (audio or video) of meetings, calls, or business discussions is encouraged for note-taking as long as you have obtained prior approval and consent from all participants, as required by applicable law. Company reserves the right to restrict or prohibit recording in designated areas or under circumstances where confidentiality, privacy, or legal obligations require heightened protection. Employees are prohibited from using unauthorized camera, video, or audio recording devices in areas where employee or client privacy may be compromised or where confidential information, trade secrets, or proprietary information could be disclosed.

Employees should be respectful of coworkers' privacy and obtain consent before capturing or sharing images or recordings of others, particularly if the content may be used outside of personal purposes. Any use of employee images, likenesses, or recordings for company materials, marketing, or external communications requires prior consent from the individuals involved in accordance with company authorization procedures.

To protect privacy, confidentiality, and proprietary information, employees are not permitted to wear or use smart glasses or any other devices with recording capabilities in the workplace. Employees who require prescription lenses must use standard eyeglasses without recording or smart capabilities. The company may make reasonable accommodation for employees with documented medical needs, in accordance with applicable laws.

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.

Company reserves the right to monitor cell phone usage for compliance with this policy. The Company is not liable for loss or damage to employees' personal cell phones brought into the workplace. Failure to follow this policy may result in discipline, up to and including termination.

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 without prior approval. However, the Company may allow limited exceptions for company-sponsored charitable events or activities, such as blood drives or food drives, which will be clearly communicated to all employees. Solicitation for approved charitable causes may be permitted in designated non-work areas during non-work times, such as break rooms during lunch or rest periods. Such activities must not disrupt the work environment or make employees feel pressured to participate. Management reserves the right to approve or deny any solicitation requests and will apply this policy consistently to avoid discrimination against any particular causes or organizations.

Nonemployees are not permitted to solicit or distribute written material for any purpose on Company or partner firms' 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.

Company Property

All Company property must be maintained in good working order and in accordance with the Company's rules and regulations. The company may inspect all property to ensure compliance with its rules and regulations without notice to employees or in employees' absence. Prior authorization must be obtained before any Company property (whether in electronic or hard copy form) may be removed from the premises. Personal property brought onto Company premises is subject to inspection as permitted by applicable law when leadership believes there could be reasonable suspicion.

Upon termination of employment or upon request by Company employees must (i) return all Company property immediately and (ii) conduct a thorough search of their homes, personal computers and phones, cars, cloud accounts, tablets, external drives, personal emails, and any other place where Company property may reside and return Company property immediately. Employees who fail to comply with this policy may be subject to discipline or legal action.

Technology and Acceptable Use

Company and partner firms provide employees with access to the Company business applications, productivity and communications systems including email, chat, intranets and other information

systems to assist employees in conducting Company business. All information that is created, modified, transmitted, or stored within these systems and between company affiliates is the property of the Company.

All Company policies apply to the conduct of employees on the internet and when using Company technology systems. The display of any kind of sexually explicit material on any Company system or through any electronic communication method operated by Company is a violation of the Company's policy against sexual harassment. Employees who are aware of the misuse of technology systems by other employees should report the misuse to Human Resources at Ethics@CretePA.com immediately.

Company has software and systems that are capable of monitoring and recording all network traffic to and from any computer, device or network used by employees for work purposes, whether in a Company office or at a remote location, including employee's home. This monitoring capability extends to all Company-provided equipment and to personal devices when used to access Company systems or networks.

The company may access, review, copy, and delete anything accessed through these systems with or without notice to employees or in employees' absence, regardless of the physical location of the employee or device. The company may also review internet and technology systems activity and analyze use patterns and may choose to publicize this data. This applies to activity conducted on Company systems whether the employee is working from a Company office, from home, or any other location.

Employees should have no expectation of privacy regarding their internet or technology systems use when connected to Company networks or using Company-provided equipment, regardless of their work location. Employees should not use Company systems for information they wish to keep private, whether working on-site or remotely.

Authorized Use

All electronic equipment provided by the Company is intended for business purposes only. Personal use should be minimal and must not interfere with work duties or productivity.

Prohibited Activities

The following are strictly prohibited on Company electronics:

- Accessing, storing, or transmitting illegal or inappropriate content.
- Installing unauthorized software or applications.
- Engaging in activities compromising Company systems or data security.
- Using company devices for personal financial transactions, online shopping, or social media.
- Use of unauthorized AI tools and applications.

Data Security and Equipment Care

Employees are responsible for safeguarding company data and must immediately report any security breaches, lost or stolen devices, or other incidents affecting information security. All company electronics must be handled with care, protected from loss, theft, or damage, and used exclusively for business purposes.

Clean Desk Policy

Employees must maintain a clean, organized workspace, ensuring sensitive information is securely stored when not in use. Documents containing confidential information should be securely filed or shredded, and computer screens locked when unattended.

Remote Access

Remote access to company resources requires approval and adherence to company security policies. Personal devices used for remote access must be maintained securely with up-to-date antivirus software and strong passwords. Any issues or security incidents during remote access should be reported immediately to the IT department.

Failure to comply with these policies may result in disciplinary action. The Company reserves the right to update or modify these policies as needed and will communicate any changes to all employees.

International Travel Technology Use Requirement

Employees traveling outside of the United States for business purposes are required to submit the International Access Request Form prior to departure:

International Access Request Form:

https://forms.office.com/pages/responsepage.aspx?id=KyycicZTbEOOrFkwZobLSWH_S6TYyaklOpgblVTnGt1IUMDhMMFVBN0hDRU5NTEhJTUxSSIZDOFBaSC4u&route=shorturl

This advance notification allows the IT department to apply appropriate security controls, maintain compliance, and prevent disruptions such as account lockouts, fraud alerts, or blocked access caused by foreign login activity.

Failure to report international travel in advance may result in temporary restrictions to email, Microsoft 365 services, VPN, financial systems, or other corporate applications until the activity can be verified. Employees must use company-approved devices, secure networks, and corporate VPN services when accessing company systems abroad. Access from certain countries may be restricted or subject to additional safeguards based on risk level, regulatory requirements, or client data protection obligations.

Social Media

Company respects the right of employees to maintain blogs or web pages or participate in social media, including X.com, Facebook, Instagram, LinkedIn, and similar sites. However, to protect the Company's interests, employees must adhere to the guidelines below that apply to all social media activity by employees.

Definitions

- **Internal Media Sites:** Any internal social media maintained by the Company for its employees to communicate (e.g., Slack, Microsoft Teams, etc.).
- **Social Media:** Any internet-based media created through social interaction, where users primarily produce and contribute to (rather than just consume) the content. Social Media includes social or professional networking websites, blogs, virtual worlds, photo-sharing websites, and video-sharing websites.

Social Media Activity: Any form of communication through Social Media that the employee controls that relates in any way to the Company's operations, employees, customers, suppliers, or competitors.

Company Policies

All the Company's policies – including protection of confidential and proprietary information, unlawful harassment and discrimination, workplace violence, standards of conduct, and acceptable use of computing resources – apply to employees' Social Media activity.

Using a Disclaimer

Employees should make clear that the views they are expressing are theirs alone and do not reflect the views of the Company when engaging in Social Media activity that gives the impression that such activity is on the Company's behalf, except when expressly authorized by the Company. If employees' Social Media activity gives the appearance that it is expressly authorized by the Company, employees should specifically state: "The content I have contributed to this site is my own and does not necessarily represent the views or opinions of my employer."

Employees may reference the Company as their employer and include contact information on social and professional networking sites only, such as LinkedIn and Facebook, without posting a disclaimer.

Confidentiality Obligations

Employees should not discuss confidential intellectual property information, financial information, customer details, or anything else that is subject to confidentiality obligations.

Others' Privacy

Employees should not disclose personal or non-public contact information or post photographs or videos of employees, suppliers, or competitors without their prior written permission and the Company's prior written approval.

Additional Considerations

Employees should not allow Social Media use to interfere with work performance. Employees should not use their work email address to register for Social Media unless noted applicable for a company specific use (i.e LinkedIn).

Internal Media Use

The purpose of internal media sites is to give employees an opportunity to better collaborate and communicate with each other and to access information, developments, and announcements related to the Company. Employees using internal media sites should use their best personal and professional judgment before contributing content.

The following guidelines apply to the use of internal media sites:

- Do not post confidential information, including information about finances, strategy, trade secrets, and any other information that has not been released to the public or the Company at large.
- Use professional judgment when linking to external web sites, text, pictures, or videos.
- Maintain a professional tone in all communications. Use of inappropriate, lewd, profane, or sexually explicit language is strictly prohibited.
- Do not use internal social media sites for spamming, for personal or commercial advertisements, or to transmit junk mail or bulk communications.
- Do not use internal media sites to promote any outside business ventures, charities, political campaigns, religious groups, or other membership organizations. The use of internal social media sites to promote approved activities requires the prior approval of the Company.

The Company may monitor content posted on internal media sites and may make editorial decisions regarding the content. The Company may edit or remove content from the internal media sites that it determines to be harassing, discriminatory, unlawful, or otherwise in violation of this or any other policy. The Company may also edit or remove content that contains spam, is inaccurate, or includes unauthorized disclosure of confidential information.

Enforcement

Employees will be held accountable for engaging in Social Media activity that violates this policy. Failure to comply with this policy may result in disciplinary action, including termination. The Company may report suspected unlawful conduct to law enforcement.

Limitations

Nothing in this policy will prohibit employees from discussing their wages, benefits, or other terms and conditions of employment. Furthermore, nothing in this policy will in any way limit or prohibit employees from disclosing information pertaining to sexual harassment or any other unlawful conduct in the workplace.

Confidentiality and Trade Secrets

Employees are responsible for safeguarding the Company's confidential information during and after their employment. Confidential information includes non-public information that relates to the business, services, trade secrets, or know-how, other information regarding the Company's services, markets for those services, customer lists and customers, software, developments, processes, technology, marketing, and finances, etc.

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 Company to the employee.
- Becomes publicly known or made generally available after disclosure by Company to the employee through no wrongful act or omission by the employee.
- Is in the employee's rightful possession, without confidentiality obligations, at the time of disclosure by Company 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 are prohibited from using any device to record or copy company or client information without the written permission of the Company. Additionally, employees may not transmit Company or client confidential information to themselves for use with future employers. For example, employees may not email Company property to their personal email accounts, save it to their personal cloud accounts, or save it to external drives or other sources without the explicit written consent of the Company.

Employees may not work for Company if any agreements with third parties, including prior employers, prevent them from performing the duties of their position. Employees must notify the Company immediately if they learn that the Company is unaware of any such existing agreement. Employees may also not work for Company 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 Company or a Partner Firm or using it in their work without the Company'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, Company will not indemnify employees who have misused the trade secrets or confidential information of others. If employees are asked during the course of their employment at Company 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.

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

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 Company. 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 Company. This policy supersedes any prior or conflicting Company or Partner Firm 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/rb/rihts-we-protect/your-rihts/employee-rihts) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rb/rihts-we-protect/your-rihts/employee-rihts>

Political Activity Policy

This policy applies to all employees when acting within the course and scope of their employment with the Company. It does not apply to registered lobbyists acting in their professional capacity on behalf of the Company.

The Company respects the right of and encourages every employee to learn about and engage in local, state, and national Political Activity. In order to ensure orderly operations, we must place limits upon the ability to participate in political conduct while engaged in Company affairs.

Definitions

“Political Activity” means any activity intended to influence the outcome of an election, to advocate for or against a candidate for public office, to advocate support for or opposition to any proposed or pending legislation, or to advocate for or against a position on public policy controversies of the day.

“Political Paraphernalia” means goods such as T-shirts, bumper stickers, pins, hats, beverages, literature, or other items sold or provided to the general public in support of or in opposition to a candidate for elective office.

“Political Materials” means materials such as flyers, posters, newsletters, pamphlets, or other informational items intended to influence any voter in any City, County, State, or Federal Election.

“Company Resources” include but are not limited to monies, accounts, credit, facilities, vehicles, postage, telecommunications, computer hardware and software, web pages, personnel, equipment, materials, buildings, services, letterhead, marks and logos, or any other Company items of value.

Employee Restrictions

Under state law and Company policy, employees may not:

- engage in Political Activity on Company time or property.
- engage in political discussions, while on Company time or property, or are acting on Company’s behalf, that are disruptive or that could be viewed by others as coercive or as electioneering.
- distribute Political Materials unrelated to workplace matters on Company time or property.
- manage or participate in a political campaign during work time, on Company property, or using Company Resources.
- use Company Resources to participate in Political Activity.
- post on social media or act in a manner that implies the Company is endorsing any particular candidate, taking a position on any pending or proposed legislation, taking a position on any ongoing public policy controversy, or is otherwise attempting to influence the outcome of an election.

Employer Restrictions

Company will not attempt to restrict employees' Political Activity performed outside of work hours and off Company property. Nor will the Company:

- post political notices, information, or threats that wages or employment are contingent upon the results of any political election.
- deliver employee compensation together with any political slogan, motto, device, or argument intended to influence employees' political opinions or actions.
- require employees to attend meetings or review communications whose primary purpose is to communicate an opinion on religious or political matters.
- threaten or coerce employees to influence their political opinions or actions.
- otherwise interfere with employee political rights.

Performance Management Policy

Performance reviews provide leadership and employees with an opportunity to discuss and review employee work performance. While Company maintains a firmwide Performance Management process, individual Partner Firms may supplement or modify this process to address their specific operational needs or industry requirements. Employees should consult their Partner Firm's handbook supplement for any additional or modified performance evaluation procedures applicable to their specific work environment.

Formal Performance Reviews

Company conducts performance reviews as business needs dictate.

Prior to a performance review meeting, employees and supervisors should complete an objective performance evaluation report. Supervisors should then arrange a meeting to discuss the review. During the review, supervisors should recognize areas where the employee is excelling at their job, identify areas for improvement, discuss concerns, and consider career development opportunities.

A positive performance evaluation does not guarantee financial or non-financial rewards, such as an increase in salary, bonus, promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

Communication

In addition to formal performance evaluations, Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis so employees can receive timely and actionable feedback. Both supervisors and employees should discuss any concerns as they arise so they can be immediately addressed.

Training

Company will determine and communicate training and development opportunities available to employees. Supervisors should discuss training opportunities with employees and help employees to use training to expand their skillsets. Employees should notify their supervisors if they become aware of training opportunities that could be valuable for their professional development.

Supervisor Responsibilities

Supervisors are primarily responsible for their team members' performance. Supervisors should:

- Set clear objectives for team members and review those objectives on a regular basis.
- Provide useful and specific feedback to team members.
- Keep team members engaged and consider each team members' motivations and aspirations.
- Discuss training and development opportunities with team members.
- Keep records of performance reviews and incidents involving team members.

Discipline Policy

This policy provides a progressive process to correct employee performance and conduct issues. The steps below are usually taken in order, but the Company may alter the process if the circumstances warrant. Company is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. This policy does not provide the employee any contractual rights and does not alter the employment at-will relationship between the Company and employees.

Progressive Discipline

Disciplinary action may include one or more of the following:

1. **Verbal Counseling** – Discussion of the issue, expectations, and required improvement.
2. **Written Warning** – Formal notice of continued or repeated issues and required corrective action.
3. **Final Warning or Suspension** – Last opportunity to correct the issue, which may include unpaid suspension.
4. **Termination** – Separation of employment if improvement does not occur or misconduct is severe.

The Company may impose immediate discipline, up to and including termination, for serious misconduct or policy violations, without prior warning. The Company retains sole discretion to determine the appropriate level of discipline in each situation.

Our Relationship

This section describes our relationship with our employees.

At-Will Employment

Employment at Company is generally at-will, meaning that both Company and employees may terminate their employment relationship for any reason and without notice, unless otherwise specified in an individual employment contract. For Partners and other employees with specific employment contracts, the terms of those contracts, including any termination clauses and notice periods, will govern the employment relationship.

For at-will employees, Company requests at least two weeks' notice from employees before their resignation, although this is not legally required. Employees should consult their individual employment agreements or speak with Human Resources to understand the specific terms applicable to their position.

Nothing in this Handbook or in any other document, policy, or agreement limits the right of Company and employees to terminate employment at-will. With the exception of certain authorized individuals at Company, 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 Company's policy of at-will employment.

Employee Classification Policy

This policy summarizes the different categories of employment at Company. 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.

- **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.

In addition, employees fall within one of the classifications below:

- **Full-Time Employees:** Employees who regularly work the Company's full-time schedule of at least 30 hours per week, who were not hired on a temporary or short-term basis. Full-time employees are generally eligible for all Company benefits.
- **Part-Time Employees:** Employees who regularly work fewer hours than the Company's full-time schedule, who were not hired on a temporary or short-term basis. Part-time employees

may be eligible for some of the benefits offered by Company, subject to the terms and conditions of each benefit program.

- **Short-Term, Contracted or Temporary Employees:** Employees who were hired for a specific, short-term project, or on a short-term freelance, per diem, or temporary basis. Eligibility for benefits may vary based on benefit type, employment status, duration and other factors as determined by company policy. For specific benefit eligibility information, employees should consult with Human Resources. Employment beyond any initially stated period does not imply a change in employment status.

Rest and Meal Breaks

The Company is committed to providing a safe and healthy work environment for all employees and recognizes that rest and meal periods are essential for employee well-being and productivity. We encourage all employees to utilize these breaks as intended. We comply with all federal and state regulations regarding rest and meal periods. State specific guidelines are listed in the State Addenda.

For non-exempt employees, any time spent working during a designated meal period will be counted toward total hours worked and compensated accordingly. If a meal break is missed or interrupted due to work duties, the employee will be paid for that time. Please consult with your manager regarding specific procedures and schedules for rest and meal breaks, as these may vary depending on your role and location.

Americans with Disabilities Act and Accommodations Policy

Company is committed to supporting people with disabilities and providing reasonable accommodations. The Americans with Disabilities Act (“ADA”) 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 Company.

Company 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). Company is also committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Company will provide reasonable accommodation to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause CA, 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. A reasonable accommodation does not include removing essential job functions, creating new jobs, or providing personal items. In the case of pregnancy related accommodation, an accommodation may include eliminating one or more essential job function for up to 40 weeks during pregnancy and additional time after its conclusion, as necessary.

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

Requesting Reasonable Accommodation

Company cannot provide reasonable accommodation unless it knows about an employee’s needs. Reasonable accommodation can be requested at any time during the application process or employment. Individuals should use Unum's ADA Assist, a secure online tool designed to help employees easily submit ADA accommodation requests, by going to adaassist.unum.com/login.

Once accommodation is requested with UNUM, Company will act promptly to engage in an informal process to clarify the employee’s needs and identify the appropriate reasonable accommodation. Company 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. In the case of pregnancy-related accommodation, Company will only request reasonable documentation and will not request documentation related to lactation accommodation requests.

Company may offer alternate suggestions for reasonable accommodation or choose among possible accommodations. Employees who are denied accommodation will be notified of the denial and the basis for the denial. Employees can appeal accommodation rulings.

All information obtained by Company concerning an employee's medical condition or disability will be kept confidential and maintained in accordance with law. It may be necessary to share limited information with supervisors or other team members to facilitate the accommodation. Company will not retaliate against employees for requesting or receiving reasonable accommodation. Contact Human Resources at HR@CretePA.com for any questions about this policy.

Religious Accommodations Policy

Company 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 HR@CretePA.com, detailing the nature of the conflict and their proposed accommodation.

Upon receiving a request for religious accommodation, Human Resources will review the request to determine whether a reasonable accommodation can be provided without causing undue hardship to the Company's operations. Possible accommodation includes 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 employee will be made aware of the proposed accommodation and if in agreement, it will be shared with limited information with those it will affect. If the employee does not accept the proposed accommodation, they may pursue an appeal by submitting an email to Ethics@CretePA.com. If employees have any questions about this policy, they should contact Human Resources at HR@CretePA.com.

Lactation Accommodation

Employees may request a lactation and/or breastfeeding accommodation by contacting Human Resources at HR@CretePA.com. Company will respond to those requests and provide the employee with reasonable accommodation as required by law. Generally, this means that Company 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 for the employee. In the event it's not possible for the time to express milk and/or breastfeed to run concurrently with the paid break 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. Company 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 securely in private.

Company is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Company will provide reasonable accommodation to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Company an undue hardship. Employees are encouraged to submit their accommodation request via email to LeaveRequest@CretePA.com.

Company 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 Company will provide, as applicable.

Employee References

All requests for references must be directed to Human Resources at HR@CretePA.com. Company 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 Benefits

Company provides eligible employees with the ability to participate in employee benefits including health, dental, vision, health savings or flexible spending accounts, retirement, and additional benefits. Please check the Summary Plan Description(s), which can be obtained from Human Resources at HR@CretePA.com or the UKG platform, for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. Company may cancel or change the benefits at any time. All relevant benefit information can be found at <https://CretePA.benefitsinfo.com/>.

Timekeeping Requirements for Non-Exempt Employees

All non-exempt employees are required to accurately record their work hours at the beginning and end of each shift, as well as for each meal break or other unpaid break.

Employees must ensure their time records are accurate, complete and finalized at the end of each week for payroll purposes. Any corrections to an employee's time records must be approved by the employee's supervisor and confirmed by the employee.

Recording time for another employee or falsifying one's own or another employee's time records is considered dishonest and may result in immediate termination of employment. Employees are

encouraged to communicate with their supervisors if they have any questions or need assistance with timekeeping procedures.

Overtime

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

Non-exempt employees earn overtime pay of 1.5 times their regular wage for hours worked beyond 40 in a workweek (and/or 8 hour in day when applicable by State law), or as otherwise required by applicable federal, state or local laws.

Salary Pay for Exempt Employees

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any week 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. Company will comply with the salary requirement of the Fair Labor Standards Act and applicable state law.

Employees in billable roles are required to accurately record and report their billable hours. These employees must update the designated practice system daily with their billable time to ensure accurate client billing and internal reporting. Failure to maintain timely and accurate records may result in disciplinary action.

While exempt employees' pay is not necessarily directly tied to hours worked, maintaining accurate time records is crucial for client billing, project management, and overall business operations. All employees are expected to comply with company policies regarding time tracking and reporting.

Payroll Deductions

The law requires Company to withhold pay when legally required, such as for federal income tax, state income tax, the Federal Insurance Contributions Act (FICA), Social Security, Medicare, state disability insurance, garnishments and/or court ordered payments. Employees should use the self-service function in UKG to change their exemptions or marital status for income tax withholding purposes. Please reach out to Payroll@CretePA.com for questions and/or additional assistance.

Employees who believe that an improper deduction has been made to their salary should immediately report this information to Payroll@Company.com. 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 according to standard payroll processes bi-weekly and as permitted by applicable law. The standard work week starts at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. If a regular payday falls on a holiday or the weekend, employees will be paid on the preceding workday.

Direct Deposit

Company requires the use of direct deposit for payroll, except where prohibited by state law. Employees in states where direct deposit is not required are still encouraged to utilize this convenient option. During the onboarding process, employees will have the opportunity to submit their direct deposit information and grant authorization for payroll deposits. Employees should utilize the self-service function in UKG to make changes to their direct deposit information in a timely manner. Changes made to direct deposit must be made at least 5 days in advance of the upcoming pay date to accurately reflect on the next pay cycle.

Internal Pay Transparency Policy

Company 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 Human Resources at HR@CretePA.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](https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

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 Company Human Resources. No personnel files or employee-related documents may be stored or retained at the local level. All records must be submitted to and maintained by Crete PA in accordance with record retention and privacy requirements. Employees should keep their personnel file up to date by informing Human Resources at HR@CretePA.com of any changes and immediately respond to any requests by the Company to update or review the employee's personal information. However, some personal information can be updated by employees directly using UKG, which can be accessed at <https://Company.ukg.net/>. Employees who need assistance navigating or updating UKG can contact HR@CretePA.com. 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 file access will be maintained separately from protected or non-work-related data, including medical records. Employees should contact Human Resources at HR@CretePA.com with questions or concerns about the contents of their personnel files or to review their files.

COBRA Policy

The Consolidated Omnibus Budget Reconciliation Act ("COBRA") requires organizations to offer continued group health insurance coverage to "qualified beneficiaries" if their coverage ends due to a "qualifying event." COBRA continuation coverage is the same coverage available to other participants or beneficiaries under the Company's group health insurance plan.

If employees do not elect for COBRA continuation coverage, their coverage under the group health insurance plan will end on the date they would otherwise lose coverage. COBRA sets rules for how and when organizations must offer and provide continuation coverage, how employees and their families may elect continuation coverage, and when continuation coverage may be terminated.

Qualifying Events

Qualifying events are actions that cause employees or their spouses, domestic partners, or dependent children to lose coverage, including:

- Reduction in the employee's work hours.
- Death of the employee.
- Divorce or legal separation of a dependent spouse or domestic partner from an employee.
- Loss of dependent status of a child of an employee.
- Employee becomes eligible for Medicare.

Qualified Beneficiaries

Qualified beneficiaries are individuals who are entitled to COBRA continuation coverage because they were covered by a Company group health insurance plan on the day before a “qualifying event.” The following individuals may be qualified beneficiaries: an employee; an employee's spouse; an employee's dependent children; any child born to or placed for adoption with an employee during the period of COBRA continuation coverage.

Electing Coverage

Within 14 days after Human Resources receives notice that a qualifying event has occurred, EBC will send an offer of COBRA continuation coverage along with instructions on how to elect. Each qualified beneficiary has a separate right to elect COBRA continuation coverage, so continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent child.

Qualified beneficiaries will have at least 60 days to determine whether to elect COBRA continuation coverage. If a qualified beneficiary fails to elect COBRA within the required time, the qualified beneficiary loses all rights to COBRA continuation coverage.

Duration of Coverage

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, becoming entitled to Medicare benefits, divorce, legal separation, or the loss of dependent status of a child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is termination of the employee's employment or reduction in the employee's work hours, COBRA continuation coverage generally lasts for up to 18 months.

The 18-month period can be extended in certain circumstances, such as if the employee is disabled or experiences another qualifying event during the COBRA continuation coverage period. When the qualifying event is the termination of the employee's employment or reduction in the employee's work hours, **and** the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries (other than the employee) lasts until 36 months after the date of Medicare entitlement.

COBRA continuation coverage may be terminated before the end of the continuation period if (1) the required premium is not paid in full in a timely manner, (2) Company does not maintain a group health plan, (3) a qualified beneficiary becomes covered under another group health plan, or (4) a qualified beneficiary becomes entitled to Medicare benefits. Continuation coverage may also be terminated if a qualified beneficiary engages in any conduct that would justify terminating coverage of a participant or beneficiary not receiving COBRA continuation coverage (such as fraud).

Cost and Payment

Qualified beneficiaries who elect COBRA continuation coverage must pay for the entire cost of COBRA continuation coverage. The amount a qualified beneficiary may be required to pay will not exceed

102% (or, in the case of an extension of continuation coverage due to a disability, 150%) of the cost of coverage (including both employer and employee contributions) for a similarly situated participant or beneficiary who is not receiving COBRA continuation coverage.

Qualified beneficiaries who elect COBRA continuation coverage must make their first payment no later than 45 days after they elect coverage (which is the date the election form was mailed, if applicable). If a qualified beneficiary fails to make the payment within the 45-day period, they lose all rights to COBRA continuation coverage. After the first payment for continuation coverage, employees must make periodic payments for each subsequent coverage period. Employees may pay the premiums monthly. There is a 30-day grace period for each payment.

Questions

Additional information about COBRA will be provided to qualified beneficiaries as required. For any questions about this policy or COBRA continuation coverage, contact Human Resources at HR@CretePA.com

Exit Interviews

Exit interviews help Company and Partner Firms gather useful information from departing employees, including reasons for employee departure, positives and negatives about Company, obstacles to employees' efficiency and success, and how Company 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. Company 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 when requested and appropriate. Insights and recommendations gathered from exit interviews will be used and presented in aggregate or anonymous formats. However, if employees inform the Company of serious or illegal conduct (e.g., harassment, discrimination, embezzlement), Company will act immediately and may disclose exit interview information according to Company policy or law.

Termination of Employment

The Company strives to ensure all employment terminations are handled in a professional manner with minimal disruption to Company operations. Company 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.

Benefits and Final Payment

Company will provide departing employees with information about any post-termination employee benefits and any termination notices or information required by law. 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, Company will process all appropriate beneficiary payments for any employee benefits plans.

Return of Company Property

Upon termination of employment, employees must return all Company property immediately in accordance with the Company Property policy. 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 Company 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 Company (through payroll deduction, if lawful) for any lost or damaged property.

Employees must preserve the confidentiality of Company confidential information after termination of employment. Please refer to the Confidentiality policy in your signed Employment Agreement.

Video Conferencing

Video conferencing is a helpful and efficient way for employees to connect and conduct business. Company encourages the use of video conferencing that adheres to the following guidelines.

Supported Platforms

Employees should only host business-related video conferences on Company approved platforms. The Company will ensure employees have appropriate licenses to access the platform. Employees should notify their supervisor if they need a license. Employees may use reputable video conferencing platforms for video conferences hosted by other parties.

Confidentiality

To ensure all meetings are confidential, employees should, when appropriate, password protect meetings or use the lobby feature to manually allow attendees into the meetings so that only invited participants join the meeting.

Employees should consider the content that will be discussed on a video conference and determine an appropriate location to join the call. If the content is confidential, employees should evaluate their

surroundings and ensure others cannot hear or view the meeting. Meeting hosts should ask all attendees to confirm that they have taken steps to ensure confidentiality.

Video Background

Virtual backgrounds can reduce distractions for others in the video chat, block out any unwanted cameos, and protect the privacy of employees' homes. For video conferences with outside parties, employees may desire to use a virtual background provided or approved by Company. Employees may use tasteful and appropriate virtual backgrounds on internal video conferences. If employees choose not to use virtual backgrounds, they must ensure that no offensive or discriminatory imagery or language is visible during video calls.

Dress Code

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during video conferences that present an image that represents the Company well. Apparel, personal grooming, and hygiene practices should not distract others.

Recording Video Conferences

If there is a business need to record or transcribe a video conference, employees should notify participants in the meeting invitation that the event will be recorded or transcribed, communicate the reason for the recording or transcription, and indicate how it will be used or distributed. For privacy and data storage purposes, recorded video conferences should be deleted when they are no longer needed.

Personal Use of Teleconferencing

Employees must obtain permission from Company to use the Company's video conferencing platforms for personal purposes. When not in business use, employees should log out of the video conferencing platforms.

Time Off

This section explains when employees can take time off work.

The Company recognizes the importance of work-life balance and supports employees who need time off for personal, medical, or family reasons. The following sections outline Company's general time off policies. However, these policies may vary based on state-specific regulations. State-specific regulations and any variations in time off policies may be detailed in the handbook Addenda and/or a supplement. We encourage employees to familiarize themselves with both the general policies and any applicable addenda to ensure a clear understanding of their time off benefits.

If you have any questions about which policy applies to your specific situation or need clarification on your time off entitlements, please consult with your supervisor or contact the Human Resources department at HR@CretePA.com.

Holidays, Paid Time Off and General Sick Leave

Each Partner Firm may implement unique guidelines that reflect their operational needs and compliance with applicable laws. Therefore, it is essential to consult the appropriate Partner Firm Supplement to obtain relevant details that pertain to your employment. This ensures that you are informed about the specific policies that apply to your role and workplace environment, fostering a clear understanding of your rights and responsibilities within the organization.

If an employee is on a non-accrual or self-managed PTO policy, they may not substitute PTO for Short-Term Disability or other formal leave programs. When an employee qualifies for a statutory or company-sponsored leave, the applicable leave policy must be followed.

Workers' Compensation

Company provides workers' compensation insurance coverage in accordance with state law for work-related injuries. To ensure that employees receive appropriate benefits, employees must:

- Immediately report any work-related injury to their supervisor, including any injury that occurs while they are working remotely.
- Seek medical treatment and follow-up care if required.
- Complete all required employee claim forms and return them to Human Resources at HR@CretePA.com.
- Provide a medical certification from their healthcare provider regarding their need for leave and their ability to return to work.

Upon submission of a medical certification to return to work, the Company will make every effort to reinstate the employee to their original position. If the original position is no longer available due to business necessity or if the employee is unable to perform the job's essential functions, the Company will attempt to place the employee in a substantially similar role. In cases where no suitable position

is available or if placing the employee would significantly impair the Company's operations, alternative arrangements may be considered. If an employee is unable to perform their job's essential functions due to a physical or mental condition upon return, the Company will explore reasonable accommodations as required by applicable law. Throughout this process, the company will aim to balance the employee's rights with its operational needs, ensuring fair treatment while maintaining effective business operations.

UNUM Managed Leaves

Company utilizes Unum to administer leave policies, ensuring a streamlined and compliant process for employees. At our Company, a leave of absence generally applies to a medical condition or circumstance that prevents an employee from working for five (5) or more consecutive workdays. Examples include, but are not limited to, maternity or parental leave, surgeries requiring extended recovery, or critical or serious illnesses.

More routine illnesses or medical situations such as the flu or outpatient procedures that are expected to last five (5) days or fewer are typically considered absences and are generally covered by available paid time off (PTO).

Employees requesting a leave of absence must submit a request through UNUM by visiting <https://portal.unum.com> or calling 866-868-6737, and must also notify their supervisor or email LeaveRequest@CretePA.com as soon as practicable. For absences covered by PTO, employees should notify their supervisor as soon as they are able. For any extended leave, Company may require appropriate documentation and/or medical certification to support the request.

Return to Work

Employees on extended leave (such as FMLA, personal leave, or medical leave) may be required to submit a doctor's note or fitness-for-duty certification before returning to work. Employees will be reinstated to their original position or a similar position upon return, in compliance with applicable leave laws and company policies.

Pay During Leave

Paid leave (such as PTO, sick leave, or bereavement leave) will be paid according to the employee's normal rate of pay. Unpaid leave will be unpaid unless the employee is eligible for other benefits (e.g., workers compensation or disability benefits).

Federal Family and Medical Leave Act (FMLA)

Company 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 Company 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. However, Company will extend eligibility under FMLA to employees at offices with fewer than 50 employees when possible unless such allowance would cause undue hardship to the organization.

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 own 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 themselves, 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.

Covered Service Members are:

Current members of the Armed Forces (including the National Guard or Reserves) who, for a serious injury or illness, are:

- Undergoing medical treatment, recuperation, or therapy
- Otherwise in outpatient status
- Otherwise on the temporary disability retired list

Veterans who were members of the Armed Forces (including the National Guard or Reserves) at any time during the five years before the eligible employee begins military caregiver leave and who:

- Are undergoing medical treatment, recuperation, or therapy for a serious injury or illness
- Have been discharged or released under conditions other than dishonorable during the preceding five-year period

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 intermittent leave is one hour; unless otherwise specified by local law.

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 15 calendar days' advance notice before a new leave begins, if foreseeable, and 7 calendar days advance notice for episodic (intermittent) leave. If 15 days' notice is not practical, notice must be given as soon as practical. Employees must consult with Company to schedule any planned medical treatment or supervision to minimize disruption to the Company'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 a deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, possibly including termination of employment.

Certification of Leave

Company or UNUM acting on behalf of Company may request that employees provide certification of leave. Employees are required to comply with the UNUM leave process.

Leave Timing

Any FMLA leave provided to eligible employees under this policy will be considered part of the 12-work week 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 FMLA policy is unpaid. Employees may be entitled to wage replacement under applicable state family and medical leave insurance programs. Employees may substitute any accrued and unused paid leave for unpaid FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period. When employees have used all available paid time off, then the leave is unpaid.

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. Please contact payroll to set up a payment plan. Premium payments may be paid in one lump-sum at the beginning of FMLA leave, monthly, or you may request a specialized payment plan. In some instances, Company 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, Company 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 during unpaid FMLA leave.

Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. 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 keep the company or UNUM on the company's behalf, up to date regarding the status of the leave. In addition, employees must give notice as soon as practical if the dates of leave change, are extended, or initially were unknown.

Non-Discrimination

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

Military Service Leave

Company provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA), and any applicable state laws. Key points include:

- Eligibility: Full-time, part-time, and probationary employees absent due to uniformed service are covered.
- Leave entitlements: Unpaid leave for active duty, training, and other non-active-duty activities.
- FMLA: Eligible employees may take leave to care for a covered service member or for qualifying exigencies.
- Notification: Employees must notify their supervisor as far in advance as possible when leave is foreseeable.
- Benefits: Health insurance continues for up to 24 months, with employee paying full premium after 30 days.
- Reinstatement: Employees will be reinstated to their former position or an equivalent one upon completion of service, in compliance with applicable laws.

Jury Duty Leave

Company recognizes the civic duty of employees to serve on juries and is committed to supporting them during this process. The Jury Duty Leave policy allows employees to take the necessary time off while ensuring compliance with applicable state laws.

Employees are entitled to take time off for jury duty without loss of pay, provided they notify their supervisor in advance.

- Employees are required to submit a copy of the jury duty summons as well as the certificate of attendance to their supervisor.
- Compensation for jury duty leave will be the employee's regular pay for the duration of jury service minus any compensation received from the court.

Witness Duty Leave

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. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee. Employees must provide the Company reasonable advance notice of the need to take time off under this policy. The Company will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Voting Leave

The Company provides employees with time off to vote in federal, state, and local elections in accordance with applicable state and local laws. Where required by law, such time off will be provided as paid leave; otherwise, leave may be unpaid. Employees should request voting leave in advance in accordance with applicable law and Company procedures. The timing and duration of leave may be reasonably limited to ensure business operations are maintained, consistent with legal requirements.

Employees are encouraged to vote outside of working hours where reasonably practicable. The Company will not interfere with, restrain, or deny an employee's right to take voting leave as provided by law, nor will it retaliate against any employee for exercising such rights.

Personal Leave of Absence

Personal leave may be granted to employees for personal reasons not covered by other types of leave. Personal leave is typically unpaid unless otherwise specified. Employees must request personal leave in writing to HR@CretePA.com, explaining the reason for the request and the duration of the leave. Personal leaves of absence must be approved by Company HR.

Bereavement Leave

Company understands the importance of providing employees with paid time to grieve the loss of a loved one. The Bereavement Leave Policy allows employees to take necessary time off while ensuring compliance with applicable state laws.

Definitions

- Immediate Family: Immediate Family defined as
 - Parents, siblings, children (biological, adopted, or stepchildren), spouses or partners (husbands, wives, significant others) and grandparents
- Non-Immediate Family: Non-Immediate/Extended Family defined as relatives who are
 - Aunts and uncles, cousins, nieces and nephews, great-grandparents, etc.

Bereavement Leave Allotment

Leave must be taken within six (6) months after the date of loss. Employees are eligible for the following bereavement leave:

- Immediate Family: Up to seven (7) days of paid bereavement leave.
- Non-Immediate Family: Up to five (5) days of paid bereavement leave.

Additional Time Off Options

If additional time is required beyond the allotted bereavement leave, employees may use PTO or take personal leave, subject to HR discretion based on business needs.

Travel Considerations for Out-of-State Bereavement

If the employee needs to travel out of state or country to prepare arrangements or attend services, leadership can consider allowing additional paid time.

Notification

Employees must notify their direct supervisor or HR as soon as possible regarding their need for bereavement leave. HR may request documentation such as obituary or funeral program to approve leave.

Exceptions and Special Circumstances

HR reserves the right to review individual cases and grant additional personal leave on a case-by-case basis. Special circumstances (e.g., multiple losses in a short time frame) will be considered with empathy and discretion. This policy is subject to updates based on Company needs and applicable state laws.

Parental Leave

Purpose

Company ("Company") recognizes that employees may need to be absent from work to care for a newborn child or a newly placed adopted or foster child (referred to as "Parental Leave" in this policy) and will provide up to six (6) weeks of paid parental leave to eligible employees.

This policy runs concurrently with the Family and Medical Leave Act (FMLA), when applicable, and ensures compliance with federal and applicable state laws. Paid Parental Leave is a Company-provided benefit and is separate from PTO, Short-Term Disability (STD), and state paid family leave programs.

If parental leave is taken concurrently with other eligible leave, such as FMLA or state leave, you must provide proper notice in accordance with those specific laws. If you have a disability related to pregnancy or childbirth, please contact the Human Resources to discuss a reasonable accommodation. Please see Company ADA Reasonable Accommodation Policy in the Company Employee Handbook. As with all Company policies, Company retains the exclusive right to interpret this policy.

Employee Eligibility Requirements

Full-time employees are eligible for six (6) weeks of Paid Parental Leave at 100% of regular base pay if they:

- Have been employed for at least 12 months prior to the qualifying event
- Experience a qualifying event defined as:
 - Birth of a child including those born via surrogacy
 - Adoption of a child
 - Foster placement of a child

Surrogates are not eligible for Paid Parental Leave unless otherwise qualifying as a parent under applicable law.

Parental Leave Benefits

This leave must be used within 12 months of the child's birth or placement. The 12-month period begins on the date the qualifying event occurs. In no case will an employee receive more than six (6) weeks of Paid Parental Leave for a qualifying event, regardless of multiple births or placements (e.g., twins or sibling adoptions).

Paid Parental Leave is not available to bond with a spouse's child newly acquired due to marriage. All requests for paid parental leave must be substantiated by proper documentation, such as a copy of the child's birth certificate or proof of placement. The documentation must be provided before the leave begins or as soon as practicable.

If both spouses work for Company and are eligible for paid parental leave under this policy, the spouses will be limited to a combined total of 12 workweeks off for the birth of their child or to care for a newly placed adopted or foster child. Upon termination of employment, employees are not eligible for payment of any unused Paid Parental Leave. The Company may take disciplinary action, up to and including termination, if Paid Parental Leave is used for purposes other than those described in this policy or as otherwise approved by the Company.

Eligibility for State Paid Family Leave

If your paid parental leave also qualifies as paid leave under any state leave law, Company parental leave and state paid leave will run concurrently. When allowed, Company provided parental leave benefits will be offset by any benefit received or expected from the state for the same leave reason.

Unless prohibited, to be eligible to receive Company paid parental leave, an employee must apply for any state paid benefit concurrent with receipt of Company's paid parental leave. Employees must provide Human Resources with proof of the amount of any state benefit. Proof may include a state determination letter, other documentation from the state approving the employee's benefit, or by the employee permitting the state to provide the information directly to the Company. If an

employee does not provide such documentation, Company will offset paid parental leave benefits by the amount the employee would be expected to receive from the state and will be estimated by the Company.

Company intends, when permitted, that wages paid during Company's parental leave policy period, including state benefit payments, will equal the employee's full wages (which will include payments estimated to be received from the state absent documentation from the employee of the specific benefit payments). Employees are not entitled to receive more than 100% of their full wages inclusive of state and Company paid benefits.

When payments are coordinated under state law, if permitted, payments made by Company will be considered supplemental benefits such that payment is not intended to reduce state benefits. Company reserves the right to be reimbursed for any state benefits received by the employee which had not been otherwise offset, pursuant to any specific state requirements. For specific information about state benefits available in your state and how those benefits impact Company paid parental leave, contact Human Resources. For specific information about state benefits and how they coordinate with Company Paid Parental Leave, contact HR@CretePA.com.

Leave Usage & Intermittent Leave

Paid Parental Leave may be taken:

- As a continuous full-time block; or
- Intermittently in:
 - One-week increments; or
 - One-day increments (with manager pre-approval).
 - Reduced weekly schedule (e.g., 3 days working / 2 days leave) *with manager pre-approval.
 - Increments smaller than one full day are not permitted.

Intermittent arrangements require:

- Advance coordination with the employee's manager
- Written approval prior to implementation
- HR confirmation for payroll administration

The Company will make every reasonable effort to accommodate preferred schedules.

Pay and Benefits During Leave

During approved Paid Parental Leave:

- Employees receive 100% of regular base pay.

- Health and other benefits continue uninterrupted.
- Retirement contributions and PTO accrual continue based on paid hours.
- Has no cash value and is not paid out if unused.
- Employees should refer to the employee handbook for details on how benefits are handled during leave.

Requesting Leave

Employees must provide at least 30 days' advance notice. If 30 days' notice is not possible because of medical necessity or for other reasons, please give as much advance notice as possible. Written notice is preferred, but not required.

Employees must:

1. Notify their manager and Human Resources (hr@Company.com)
2. Submit applicable claims through Unum:
 - <https://portal.unum.com>
 - 866-868-6737
3. Promptly communicate any changes in leave dates to their manager, Human Resources, and Unum.

Additional Information

Parental Leave is subject to Company policy, the Family and Medical Leave Act (FMLA), Short-Term Disability, and applicable state laws. Employees must communicate any changes in leave dates to their manager and Human Resources at HR@CretePA.com as soon as possible.

Handbook Acknowledgement and Agreement

I acknowledge the following:

That I have received a copy of the Company'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 Company. 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.

That my employment with Company 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 Company. 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 Company. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Company; there are no oral or collateral agreements of any kind.

That I have received a copy of the Company's policy prohibiting discrimination, harassment, and retaliation, and understand the Company'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 Company is committed to a work environment free of harassment and discrimination, and that Company 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 Company's policy prohibiting discrimination, harassment, and retaliation, I will immediately report such conduct to Human Resources at HR@CretePA.com, my supervisor, or a management-level employee. I understand and agree that to the extent I do not use the open door policy outlined herein or in the Company's policy prohibiting discrimination, harassment, and retaliation, Company 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 have carefully and thoroughly read the Company's Alcohol and Drug Abuse Policy. I agree, without reservation, to abide by the terms of that policy. I further agree to notify Company of any conviction

for any criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. I understand that abiding with the terms of this Alcohol and Drug Abuse Policy and notifying Company 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: _____

STATE ADDENDA

In addition to the policies set forth in the Employee Handbook, these policies apply only to those employees working in the state(s) set forth below. All state addenda should be read in parallel with the Employee Handbook and are only intended to modify the Handbook.

In the event of any conflict between the Employee Handbook and the applicable Addendum, the Addendum governs. Crete Professionals Alliance or CretePA is referred to as 'the Company' throughout this document. Any questions about the Employee Handbook or the Addenda can be directed to Human Resources at HR@CretePA.com.

Arkansas

Political Activity or 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 Company reasonable notice of the need to take time off under this policy. Company may request reasonable documentation reflecting the need for such leave. Company won't discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Taking time off under this policy won't impact an employee's seniority at Company.

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 Crete Professionals Alliance reasonable advance notice of the need to take time off under this policy.

California

Adult Illiteracy Leave

The Company will reasonably accommodate and assist any employee who informs the Company that they have a problem of illiteracy and requests the Company's assistance in enrolling in an adult literacy education program.

Employees can take a reasonable amount of unpaid leave to attend literacy classes if doing so does not impose an undue hardship on the Company. Employees must provide reasonable advance notice of their need to take leave.

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 won't be paid during the time spent attending such programs. The Company will make reasonable efforts to safeguard the employee's privacy, including the fact that they have a problem of illiteracy. The Company won't terminate an employee because they reveal a problem of illiteracy and otherwise satisfactorily performs their work.

Business Expense Reimbursement

For California employees, reimbursable expenses include: (1) a reasonable percentage of services that employees must use for business purposes such as cell phone or internet service bills; (2) required uniforms and protective apparel regulated by CAL/OSHA or OSHA; (3) travel expenses necessarily incurred in performing employment tasks; (4) training or licensing required for employment (but not the cost of maintaining required licensure obtained before employment), and (5) any other necessary expenses incurred as a result of employees' discharge of their duties, or (2) following instructions from an employee's supervisor or Company management.

Equal Employment and Anti-Harassment

Information about the California Civil Rights Department (CRD) can be found at calcivilrights.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/>.

Nonsupervisory employees will receive 1 hour, and supervisory employees will receive 2 hours of sexual harassment and abusive conduct prevention training within 6 months of starting work and again every 2 years. California's Sexual Harassment Prevention Training can be found at <https://calcivilrights.ca.gov/shpt/>.

California Paid Family and Medical Leave Insurance

The Company provides leave that complies with California's paid family leave law, which creates a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Employees are eligible for partial wage reimbursement from the state if, at some point during the previous 18 months, they have contributed to the state disability insurance program. Employees are ineligible for paid family leave if they are entitled to receive unemployment or disability insurance benefits. Employees may not take this leave to care for a family member if another member of their family is available to provide the care.

The state provides up to 8 weeks of paid family leave benefits in a 12-month period.

Employees can take this leave for the following reasons:

- To bond with a new biological, adopted, or foster child anytime within the first 12 months of a child's birth or placement;
- To care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner with a serious health condition;
- For a qualifying exigency related to a spouse, domestic partner, parent, or child who is an active duty member of the U.S. Armed Forces.

To receive paid family leave benefits, employees must submit a claim with the state's Employment Development Department ("EDD") either electronically or by mail. Claim forms are available on the [EDD's website](#). Employees must file a claim by the 41st day after the first workday for which they want to receive benefits.

Meal and Rest Breaks

Non-exempt California employees who work at least 5 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break, at minimum based on your scheduled workday. Non-exempt employees are also expected to take a 10-minute paid rest break, on Company premises, for every 4 hours of work.

Eligible employees who work between 5 and 10 hours in a shift get 1 meal break. Eligible employees get a second meal break if they work more than 10 hours in 1 shift. Eligible employees get 1 rest break for every 4 hours of work.

Meal periods must be taken no later than the end of the fifth hour of an employee's shift. If an employee gets a second meal break, it must be taken no later than the end of the tenth hour of work. Employees can leave the premises during meal breaks but not rest breaks.

Employees will be relieved of all duties for the full duration of break(s). Employees who work at least 5 hours, but no more than 6 hours, may waive their meal break if both they and their supervisor agree in writing. Employees that are scheduled to work between 10 and 12 hours in a single shift can waive their second meal break if both they and their supervisor agree in writing. Employees who are entitled to 2 meal breaks in a shift can only waive 1 of them.

Failure to take full meal breaks, without a waiver, is a violation of Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

If an employee misses their full meal, and it isn't waived, they will receive premium pay equivalent to one extra hour at the employee's regular rate. The premium pay is treated as wages and will be reported and paid in accordance with California law.

Military Leave

When the Company has at least 25 employees, California employees who work an average of 20 or more hours per week are eligible for military family leave under California's military leave law. Notice must be provided to the Company within 2 days of receiving official notice that the employee's spouse will be on leave, or at least 2 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.

Employees who work within the boundaries of San Francisco and are members of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed service organizations are eligible for Supplemental Compensation during leave taken under this policy, as explained below.

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. Employees should check the California Unpaid Family and Medical Leave policy for more information.

Employees may take military leave for training and other non-active-duty activities in accordance with applicable law.

California employees who are members of the National Guard, Reserve, and Naval Militia may take up to 17 days of military leave per year (including travel time) for training, special exercises, or similar activities. Members of the California State Guard may take up to 15 days of leave per year (including travel time) for training, drills, unit training assemblies, or similar inactive duty training.

San Francisco employees who are members of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed services are entitled to Supplemental Compensation for up to 30 days of military leave per year. Supplemental Compensation 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 employment policies that apply during the leave. Leave must be taken in increments of at least 1 day.

Eligible California employees may take up to 10 days of unpaid leave per deployment after their military spouse or partner has been notified they will be on leave from deployment. To be

eligible for reinstatement, California employees must notify Company of their intent to return to work within 40 days of their release from service (5 days for part-time employees).

Pay Transparency

California employees will be given a wage notice upon hire that contains basic information about their compensation. California employees must sign and return this notice to Company to acknowledge that they received the disclosures. Company

California employees can get the pay scale for their current position or for another position they're applying for upon request.

Overtime

California employees also earn overtime (A) if they work more than 8 hours in 1 day, and (B) for the first 8 hours worked on their seventh consecutive day of work in 1 week. California employees will receive overtime equal to 2x their regular wage (A) for all hours worked in excess of 12 hours in 1 day, and (B) for all hours worked in excess of 8 hours on their seventh consecutive day of work in 1 week.

School Suspension Leave

Employees who are parents to a child or ward who has been suspended by their teacher can take this leave. The suspension must be related to committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying the valid authority of school personnel performing their duties.

Employees can take as much unpaid leave as they need to attend the portion of the school day they have been requested to attend with their child or ward. The Company won't discharge, threaten to discharge, demote, suspend, discriminate, or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees must provide reasonable advance notice of their need to take leave. If advance notice isn't given, notice must be provided as soon as possible, and the Company may deny this leave.

Suitable Seating

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

Workweek and Work Schedules

California employees that work more than 30 hours per week or more than 6 hours any day of the week are entitled to 1 day of rest every workweek. Existing employees who work at least 2 hours per week in San Jose will be given the chance to pick up additional work before a decision is made to hire a new employee.

Civil Air Patrol Leave

The Company will provide not less than 10 days of leave per year for voluntary members of the California Wing of the Civil Air Patrol in order for volunteers to respond to an emergency operational mission.

The employee volunteer must be employed for at least 90 days immediately before the leave begins. Employees are required to give the Company as much notice as possible of the intended leave dates. Upon return, the employee is entitled to their position or position with equivalent seniority, benefits, pay and other terms of employment unless conditions unrelated to leave render such restoration impractical.

Volunteer Emergency Responder Leave

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel will be allowed to take temporary unpaid leaves of absence for the purpose of performing emergency duties. Employees who are volunteer emergency responders should inform their supervisor so that they are aware that the employee may need to take time off for emergency duty. When an employee is called to an emergency and needs to miss work, they should alert their supervisor before doing so whenever possible.

Bone Marrow Donation Leave

Employees will be granted up to five working days of paid time off for the purpose of donating bone marrow. Employees are required to utilize any earned vacation or sick leave, but if this leave has been exhausted, the Company will continue to pay regular wages for up to five working days. Leave can be taken intermittently.

Any applicable benefits including the employees' health coverage, accrued paid time off (e.g. vacation, sick leave, etc.), and other benefits will be maintained during the leave. Bone marrow donation leaves of absence do not run concurrently with leaves under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. The Company may request proof of the need for leave.

Organ Donation Leave

Employees will be granted up to 30 working days of paid leave, followed by up to 30 days of unpaid leave for organ donation. Employees are required to use any earned but unused sick leave or vacation time (up to a maximum of two weeks), but if this leave has been exhausted or the leave exceeds two weeks, the Company will continue to pay regular wages for up to 30 days.

Any applicable benefits, including the employee's health coverage and accrued paid time off, will be maintained during the leave. Organ donation leaves of absence must be granted in addition to time under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. The Company may request proof of the need for leave.

Colorado

Equal Employment and Anti-Harassment

The Company is an equal opportunity employer and makes employment decisions based on federal standards and the Colorado Civil Rights Division. Information can be found at www.colorado.gov/pacific/dora/civil-rights or by calling 303-894-2997 or 711 (TTY).

Colorado Family Care Act

Employees that are eligible to take federal FMLA leave may use that leave to care for a partner in a civil union or a registered or employer-recognized domestic partner who has a serious health condition. Leave under the Colorado Family Care Act runs at the same time as FMLA leave.

Colorado Paid Family and Medical Leave Insurance

The Company provides leave that complies with Colorado's Paid Family and Medical Leave Insurance program (FAMLI), which is a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Colorado employees who have earned at least \$2,500 in wages within the state may be eligible for paid leave benefits.

The state provides up to 12 weeks of paid family leave benefits per year. Employees may also be eligible for up to 4 additional weeks of benefits if the leave is due to a serious health condition related to complications with pregnancy or childbirth. Employees may also be eligible for up to 12 additional weeks of benefits if their child is receiving inpatient care in a neonatal intensive care unit.

Employees can take this leave for the following reasons:

- To care for a new child, including adopted and fostered children, during the first year after birth or placement;
- To care for themselves, if they have a serious health condition;
- To care for a family member's serious health condition;
- To make arrangements for a family member's military deployment; or
- To address the immediate safety needs and impact of domestic violence or sexual assault on an employee or their family member.

Family member means:

- a child (including a biological, adopted, foster, or stepchild, legal ward, child of a domestic partner, or person for whom the employee has parental responsibility);
- a parent (including a biological, adoptive, foster, or stepparent, or legal guardian of the covered individual, spouse, or domestic partner, or a person who had parental responsibility for the employee, spouse, or domestic partner when they were a minor);
- a spouse or domestic partner;
- a grandparent, grandchild, or sibling of the covered individual or spouse or domestic partner (including biological, adoptive, foster, or step relationship); or
- any other individual with whom the covered individual has a significant personal bond has the equivalent of a family relationship.

Serious health condition means an illness, injury, impairment, pregnancy, recovery from childbirth, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility, or (b) continuing treatment by a health care provider.

Leave taken under this policy runs at the same time as FMLA leave if an employee qualifies for both types of leave. Employees can take leave in increments of 1 hour or shorter if the employer typically uses shorter increments to account for absences.

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 or employees can't provide 30 days' notice, employees should provide notice as soon as it's practical. Employees should try to schedule leave so it doesn't disrupt Company operations. To receive paid family leave benefits, employees must submit a claim with the state's FAMLI office at <https://famli.colorado.gov/>.

Upon returning from FMLI leave, employees will be restored to the position they held when leave started. If the original position isn't available, employees will be restored to an equivalent position with similar employment benefits, pay, and other terms and conditions of employment.

Meal and Rest Breaks

Non-exempt Colorado employees who work at least 5 hours in their workday are entitled and expected to take an unpaid, 30-minute meal break. Non-exempt employees are also expected to take a 10-minute paid rest break, on Company premises, for every 4 hours of work.

Eligible employees get 1 meal break per shift, and 1 rest break for every 4 hours worked. Employees will be relieved of all duties for the full duration of all breaks. Failure to take full meal and rest breaks is a violation of Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Leave

Colorado employees who are members of the Colorado National Guard or reserve forces of the United States may take up to the equivalent of 3 weeks of work on the employee's regular work schedule to participate in training. Employees are entitled to use any paid leave available during military service leave.

Pay Transparency

Colorado employees will receive a copy of the job posting via our Company careers webpage anytime a position opens at the Company. For positions that can be performed in Colorado, the job posting will include the wage range, a general description of benefits and other compensation, and instructions on how to apply.

Upon hire, Denver employees who spend at least 20% of their work time in the city in a pay period or who regularly spend at least half their work time in Denver will be provided with a wage notice. The notice will include information about the minimum wage, wage theft, workers' rights to recovery of wages lost to wage theft, and how to submit complaints to the Denver auditor. The notice will either be provided individually or publicly posted somewhere employees can read it.

Supplemental Paid Sick Leave during a Public Health Emergency

On the date a public health emergency is declared, the Company will supplement full-time employees' paid sick leave if needed to ensure that they have 80 hours of paid sick leave for the purposes specified in this policy. For employees that work less than 40 hours per week, the Company will supplement their sick leave if needed so that they can take leave for the longer of

(A) the time the employee is scheduled to work in a 14-day period or (B) the time the employee actually works on average in a 14-day period.

The Company will count an employee's unused sick leave towards the supplemental sick leave provided in 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 4 weeks after the official termination or suspension of the public health emergency.

Employees may use this leave for the following reasons:

- To self-isolate or care for a family member who is self-isolating because the employee or family member has the communicable disease or is experiencing symptoms of the communicable disease that caused the public health emergency;
- To get a medical diagnosis, care, or treatment if the employee or their family member is experiencing symptoms of a communicable illness that caused the public health emergency;
- To get preventive care for the employee or their family member related to a communicable illness that caused the public health emergency;
- To take leave if a health official or the employer or family member's employer decides the employee's or family member's presence at work would jeopardize the health of others because the employee or family member has been exposed to or has symptoms of the communicable disease;
- To care for a child or other family member if a care provider can't because of the public health emergency or if the school or place of care is closed or providing remote instruction because of the public health emergency; or
- To avoid getting the communicable disease if the employee has a health condition that increases their chances or risk of getting the communicable disease.

Employees can use their supplemental public health emergency leave before using their previously accrued paid sick leave, even if the reason for leave qualifies for both types of leave.

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 as soon as it's practical.

Overtime

Colorado employees also earn overtime if they work either 12 hours in 1 workday or 12 consecutive hours, regardless of the way a workday is measured.

Connecticut

Equal Employment and Anti-Harassment

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.

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).

All employees will receive 2 hours of sexual harassment training within 6 months of being hired. All employees will receive annual harassment prevention training annually.

Connecticut Unpaid Family and Medical Leave

Connecticut employees can take this leave if they have worked for Company for at least 3 consecutive months before the leave.

Eligible employees can take up to 12 weeks of unpaid CFMLA leave in any 12-month period. Employees may take an additional 2 weeks of leave for pregnancy-related health conditions resulting in incapacitation. Employees can take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

If both parents of a child or spouses work for Company, they can only take a combined total of 12 weeks in a year for birth and bonding, adoption or foster care placement, or caring for a family member.

Employees can take this leave for the following reasons:

- The birth or placement for adoption or foster care of a child and care for the child during the first year after birth or placement;
- To care for a family member with a serious health condition;

- Because of the employee's own serious health condition (and if the serious health condition results in incapacitation that occurs during a pregnancy, the employee may receive an additional 2 weeks of leave under this policy);
- To serve as an organ or bone marrow donor;
- For qualifying exigencies related to the active duty military service of an employee's spouse, child, or parent; or
- To care for a spouse, child, parent, or next of kin with a serious injury or illness incurred on active duty in the armed forces.

The following definitions apply:

- Family member means a spouse, sibling, child, grandparent, grandchild, parent, or other person related to the employee by blood or whose close relationship with the employee is like a family relationship (meaning that the employee considers their relationship to be equivalent to the relationship one would have with a spouse, sibling, son, daughter, grandparent, grandchild, or parent).
- Parent means a biological, foster, or adoptive parent, stepparent, parent-in-law, legal guardian of the employee or employee's spouse, or person who has or had parental responsibility for the employee.
- Sibling means a brother or sister related by blood, marriage, adoption, or foster care placement.
- Spouse means a person to whom one is legally married.
- Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

If an employee is eligible for leave under the CFMLA, FMLA, and the Connecticut Paid Family and Medical Leave Insurance policy, those leaves will run at the same time.

Employees may use any available paid leave to cover otherwise unpaid leave taken under this policy, but employees will retain at least 2 weeks of that leave, which is in addition to leave under the Connecticut Paid Family and Medical Leave Insurance policy.

Leave for the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced schedule if the Company and the employee agree. Otherwise, that leave must be taken all at once. 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 schedule when medically necessary, but the Company 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 CFMLA leave, if the need for leave is foreseeable. If it is not foreseeable or if it becomes foreseeable less than 30 days before leave will start, employees must provide notice when as soon as it's practical. If CFMLA leave is for a planned medical treatment, employees must try to schedule the treatment to not disrupt the Company's operations, subject to the approval of the patient's health care provider.

The Company may require certification from a health care provider that confirms the employee's request for leave due to a serious health condition. Employees must provide the requested certification promptly.

Upon returning from CFMLA leave, employees will be restored to the position they held when leave started. If the original position isn't available, the employee will be restored to a similar 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.

The Company won't discharge or otherwise discriminate against employees for requesting or taking leave under this policy. The Company won't interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the CFMLA.

Employees can file a complaint directly in Superior Court or with the Connecticut Department of Labor if they believe that their CFMLA rights have been violated. To file a CFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate complaint form found on the [Department's website](#) along with more information.

Connecticut Paid Family and Medical Leave Insurance

The Company provides leave that complies with Connecticut's Paid Leave Act, which creates a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Connecticut employees who have earned \$2,325 or more during their highest earning quarter within the first 4 of the 5 most recently completed quarters may be eligible for paid leave benefits.

The state provides up to 12 weeks of paid family leave benefits per year. Employees may be eligible for an additional 2 weeks of paid leave for absences related to a serious health condition during pregnancy that results in incapacitation. Employees can take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees can take this leave for the same reasons and for the same amount of time as leave taken under the Connecticut Unpaid Family and Medical Leave Policy. In addition, employees can receive these paid leave benefits if they are taking leave under the Connecticut Crime Victim Leave policy.

Important Definitions: Family member, parent, sibling, spouse, and serious health condition have the same meaning as in the Connecticut Unpaid Family and Medical Leave policy.

This leave runs at the same time as leave under federal and state unpaid family and medical leave. Employees may supplement their paid leave benefits with compensation from the Office of Victim Services' victim compensation program and any available PTO, vacation, or paid sick leave, but the total amount can't exceed the employee's usual weekly wages.

Employees can take leave in increments of 1 hour or shorter if the Company's payroll system typically uses shorter increments to account for absences. Employees can take leave intermittently or on a reduced schedule.

If the need for leave is foreseeable, employees should provide a reasonable amount of advance notice of the need to take leave. The Company may request that employees provide proof of their need for this leave, which employees must provide promptly.

To receive paid family leave benefits, employees must submit a claim with the [Connecticut Paid Leave Authority](#) on its website. The Company won't retaliate or discriminate against employees for requesting or using paid family and medical leave benefits.

Meal and Rest Breaks

Unless negotiated otherwise by a written agreement between the Company and the employee, non-exempt Connecticut employees who work at least 7.5 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break.

Meal breaks must be taken some time between the first 2 and the last 2 hours of the employee's shift. Employees can leave the premises during breaks. Employees will be relieved of all duties for the full duration of breaks.

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

Pay Transparency

Connecticut employees will be given the wage range for their position when they are hired or when they start a new job within the Company.

Connecticut employees can get the wage range for their current position and any position(s) they are applying for upon request.

Workweek and Work Schedules

Connecticut employees won't be required to work more than 6 days in any calendar week.

Delaware

Equal Employment and Anti-Harassment

All employees will receive sexual harassment training annually. Information about the Delaware Division of Human Relations can be found at <https://statehumanrelations.delaware.gov/> or by calling 877-544-8626.

Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement or other written agreement, non-exempt Delaware employees who work at least 7.5 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break.

Breaks must be taken some time between the first 2 and the last 2 hours of an employee's shift. Employees can leave the premises during breaks. Employees will be relieved of all duties for the full duration of meal breaks.

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

Politics in the Workplace

Under state law and Company policy, employees may not serve as an election official, if doing so would interfere with work responsibilities.

The District of Columbia

Equal Employment and Anti-Harassment

All owners, managers, and employees will receive sexual harassment training annually. All newly hired employees will receive training within 90 days of hire. Information about the District of Columbia Office of Human Rights can be found at ohr.dc.gov/page/EEOCounselors or by calling 202-727-4559.

District of Columbia Paid Family and Medical Leave Insurance

The Company provides leave that complies with D.C.'s Universal Paid Leave Amendment Act, which is a District-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Employees are eligible for partial wage reimbursement from the District if they spend over 50% of their working hours in D.C. and did so for some or all of the 52 weeks before the qualifying event for which they are taking leave.

Employees can receive paid leave benefits for 4 types of leave: parental leave, family leave, medical leave, and prenatal medical care leave. Employees can take the following amounts for each type of leave:

- 12 weeks of parental leave;
- 12 weeks of family leave;
- 12 weeks of medical leave; and
- 2 weeks of prenatal medical care leave.

Employees are limited to 12 weeks per year, except for pregnant employees who take prenatal medical care leave. Those employees are eligible for 2 weeks of prenatal medical care leave while pregnant and 12 weeks of parental leave after giving birth per year.

Employees can receive paid leave benefits for the following reasons:

- Parental leave for bonding after the birth of the employee's child or the placement of a child with the employee for adoption or foster care. Parental leave must be taken within 1 year after the birth or placement of the child;
- Family leave to provide care for a family member because of the family member's serious health condition;
- Medical leave for the employee's own serious health condition, including a pregnancy ending in stillbirth or miscarriage or
- Prenatal medical care leave for medical appointments, exams, and treatments related to pregnancy, including prenatal checkups, ultrasounds, treatment for pregnancy complications, bedrest, and prenatal physical therapy.

Family member means:

- a biological, adopted, foster, or stepchild, legal ward, child of a domestic partner, or person for whom the employee has parental responsibility;
- a biological, foster, adoptive, or stepparent, parent-in-law, legal guardian, or person who had parental responsibility for the employee;
- a spouse or domestic partner;
- a grandparent; or
- a sibling.

Leave taken under this policy will run at the same time as leave taken under the federal FMLA or the D.C. Unpaid Family and Medical Leave policies. If an employee is receiving long-term disability benefits or unemployment compensation benefits, they can't also receive these paid family and medical leave benefits. Employees can take this leave all at once or intermittently in increments of at least 1 day.

If the need for leave is foreseeable, employees should provide written notice at least 10 days before the leave starts. If the need for leave is unforeseeable, employees should provide oral or written notice before the start of the work shift for which leave is being used. If there's an emergency and the employee can't provide notice, the employee must notify the employer within 48 hours of the emergency causing the need for leave. An employee's notice must include the type of leave they're requesting (medical, family, parental, or prenatal), how long they expect the leave to last, and whether the leave will be used continuously or intermittently. To receive benefits, employees must apply through [D.C.'s Office of Paid Family Leave](#).

Outside Employment

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 the Company; employment that impairs the Company's ability to comply with District of Columbia or federal laws or regulations; employment that interferes with the protection of the Company's trade secrets or other confidential information; and employment that requires an employee to conduct work for another employer on the Company's property, during an employee's working time, or using the Company's facilities, equipment, or property.

Pay Transparency

District of Columbia employees will be given a notice upon hire explaining their wage rate and other payment details. D.C. employees will get another notice any time the information

changes. Both employee and employer will receive a signed copy of the notice. They will also get details of any health benefits associated with a position they are applying for before their first interview. Finally, D.C. employees can get the wage rate associated with any open position by referring to the position's job posting.

Florida

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of Company. 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).

Georgia

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Kin Care Leave

Employees who earn sick leave are entitled to use up to 5 days of their earned leave each calendar year to care for an immediate family member. Immediate family member means an employee's child, spouse, grandchild, grandparent, or parent or any dependents as shown in the employee's most recent tax return.

Hawaii

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Hawaii Civil Rights Commission can be found at <http://labor.hawaii.gov/hcrc/> or by calling (808) 586-8636 or (808) 586-8692 (TDD) or emailing DLIR.HCRC.INFOR@hawaii.gov.

Hawaii Unpaid Family Leave

Hawaii employees can take this leave if they have worked for the Company for at least 6 months in a row prior to the leave. Employees can take up to 4 weeks of unpaid leave in a 12-month period.

Employees can take this leave for the following reasons:

- To care for the employee's child after birth or placement for adoption; or
- To care for the employee's child, spouse, reciprocal beneficiary, sibling, grandchild, or parent with a serious health condition.

Important definitions

- A child may be any age and includes a biological, adopted, or foster child, a stepchild, or a legal ward of the employee.
- A parent includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, a biological or adoptive grandparent, or a grandparent-in-law.
- A sibling includes a biological, adopted, or foster sibling, or a stepsibling.

Serious health condition means a physical or mental condition for which a family member needs the employee's help to provide care during the period of treatment or supervision by a health care provider, and (a) involves inpatient care in a hospital, hospice, or residential health care facility or (b) requires continuing treatment or continuing supervision by a health care provider.

Employees can use any available paid time off and up to 10 days of paid sick leave during this unpaid leave. Employees can take leave in increments of the shortest period the Company's payroll system uses to account for absences, but employees won't be required to take leave in increments of more than 1 hour. If the need for leave is foreseeable, employees must provide 30 days' written notice. Otherwise, they should give at least 2 days' written or oral notice.

The Company may require employees to provide verification from a healthcare provider or family court showing that the leave is for a reason this policy allows.

Upon return from leave, employees will be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, seniority, and other terms and conditions. The only exception is if, during an employee's leave, they would have lost their position because of a layoff or workforce reduction. During leave, the Company will maintain any benefits employees accrued before they took leave.

Pay Transparency

Hawaii employees will get a written notice of their wage rate and the day, hour, and place of payment upon hire. Current employees will get another notice any time that information changes. Employees can get the wage range for any open position by referring to the position's job posting.

Idaho

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Illinois

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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).

Sexual harassment and retaliation for reporting sexual harassment are illegal in Chicago, Illinois. Chicago 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.

All employees will receive sexual harassment prevention training annually. This training will be a minimum of 1 hour for all employees and 2 hours minimum for supervisors or managers. All employees will also receive 1 hour of bystander training annually.

Meal and Rest Breaks

Unless negotiated otherwise, non-exempt Illinois employees who work at least 7.5 hours in their workday are entitled and expected to take a 20 minute unpaid, off-duty, meal break.

Employees get 1 break for each shift they work, which meets the hours requirement listed above. Employees get 1 additional meal break for every 4.5 continuous hours they work beyond the amount required to be eligible for the first break.

Other eligible employees should take their meal break no later than 5 hours after the start of their workday. Employees can leave the premises during unpaid breaks only. Employees will be relieved of all duties for the full duration of all breaks.

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

Pay Transparency

Illinois employees will get notice of their wage rate and the time and place of payment upon hire. Employees will be notified of any changes to that information before it occurs. Employees can get the pay scale and benefits information for any open positions that will be performed in, or that will report to a supervisor or office in Illinois by referring to the position's job description.

Workweek and Work Schedules

Illinois employees who work 20 or more hours per week will get at least 1 day (24 consecutive hours) off every 7 consecutive days they work.

Indiana

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Military Family Leave

Employees who are the spouse, parent, grandparent, child, or sibling of an active-duty service member are eligible for military family leave if they have worked for Company for at least 12 months and worked at least 1,500 hours during that time.

Eligible Indiana employees may take up to 10 days of unpaid time off 30 days before, during, or after the service member's active duty, if that service lasts 90 days or longer. Employees must provide at least 30 days' advance notice of the need to take this leave. Employees may be asked to provide a copy of the active-duty orders. Employees may not substitute paid medical or sick leave for this unpaid leave. Employees can substitute their other paid leave for unpaid leave taken under this policy and may be required to do so by the Company.

Kansas

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Kansas Human Rights Commission can be found at <http://www.khrc.net/> or by calling 785-296-3206.

Kentucky

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Kentucky Commission on Human Rights can be found at <http://kchr.ky.gov/> or by calling 502-595-4024 or (502) 595-4084 (TDD).

Meal and Rest Breaks

Non-exempt Kentucky employees are entitled to unpaid meal breaks of reasonable lengths. All employees are also entitled to a 10-minute rest break for every 4 hours of work.

Meal breaks should be taken as close to the middle of an employee's shift as possible, but not less than 3 or more than 5 hours after the employee's shift begins. Employees can leave the premises during unpaid breaks. Employees will be relieved of all duties for the full duration of breaks.

Overtime

Kentucky employees who work 7 days in a row will also earn overtime for all hours worked on the seventh day.

Workweek and Work Schedules

Kentucky employees won't be required to work on Sunday or on any other day of the week which the employee may conscientiously wish to observe as a religious Sabbath.

Maryland

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Military Leave

Eligible Maryland employees may take leave from work on the day that their spouse, parent, stepparent, child, stepchild, or sibling is leaving for or returning from active duty outside the United States as a member of the uniformed services.

Michigan

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Social Security Privacy

Company 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.

Minnesota

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Minnesota Department of Human Rights can be found at <https://mn.gov/mdhr/> or by calling 833-454-0148.

Minnesota Paid Family and Medical Leave Insurance

Employees can take this leave if they earned at least 5.3% of Minnesota's average annual wage over the most recent 4 calendar quarters before the date they apply for leave. Employees can take up to 20 total weeks per year of family and medical leave. Employees can take up to 12 weeks to care for their own serious health condition and 12 weeks for bonding, family care, safety, or qualifying exigency leave, up to the 20-week cap.

This leave can be used:

- To care for the employee's own serious health condition;
- To care for a family member's serious health condition or to care for a family member who is in the military;
- To bond with a new child during the first 12 months after birth or placement for adoption (or, if the child remains in the hospital longer than the mother, during the first 12 months after the child is released from the hospital);

- If the employee or their family member is a victim of domestic abuse, sexual assault, or stalking, to (a) get medical care for physical or psychological injury, (b) get services from a victim services organization, (c) get psychological or other counseling, (d) to relocate, and (e) to get legal advice or take legal action, including participating in any civil or criminal legal proceeding;
- If a family member is an active duty military member, to (a) provide for the care of the family member's child or dependent, (b) make financial or legal arrangements for the family member, (c) attend counseling, (d) attend military events or ceremonies, (e) spend time the family member while on recuperation leave or after they return from deployment, and (e) make arrangements following the death of the military member.

Family member means an employee's:

- spouse or domestic partner;
- child (including a biological, adopted, foster, step child, child of a domestic partner, or a child for whom the employee is legal guardian or has parental responsibility);
- parent (including a biological, adoptive, foster, or step parent, or legal guardian of the employee or their spouse, or a person who had parental responsibility for the employee when they were a minor);
- sibling;
- grandchild
- grandparent or spouse's grandparent;
- son-in-law or daughter-in-law; or
- someone with a personal relationship with the employee that creates an expectation that the employee will care for the person without pay, whether or not they live together.

"Serious health condition" means a mental or physical illness, injury, impairment, condition, or substance abuse disorder that involves inpatient care or a healthcare provider's continuous treatment or supervision and that includes certain types of periods of incapacity.

This leave runs concurrently with leave under the federal FMLA and Minnesota's Pregnancy and Parenting Leave law. Employees can't receive paid family and medical leave benefits while receiving unemployment insurance benefits, but they can receive paid family and medical leave and disability insurance benefits at the same. Disability benefits will be reduced by the amount of paid family and medical leave benefits the employee receives under the terms of a disability insurance policy.

Employees can use other available paid leave to supplement partial wage replacement from the state, up to 100% of their normal wage. Employees can take leave intermittently for an employee's own or a family member's serious health condition. Intermittent leave is limited to 480 hours per year. Employees can take this leave in at least 1 hour increments or the same increments as other leave.

If the need for leave is foreseeable, employees must provide at least 30 days' notice of their need for leave. If the need for leave is unforeseeable, employees must give notice as soon as possible. If an employee is taking intermittent leave, they must provide notice as soon as possible of which workdays they need to take off, and must try to schedule leave in a way that doesn't disrupt operations.

Company may require employees to provide the same certification as the employee submitted when apply to the state for benefits. After an employee is notified in writing of the need for documentation they must provide it as soon as possible. Employees will be reinstated to their original position (or an equivalent job with the same benefits, pay, and conditions) when they return from leave, even if they were replaced or their position was restructured because of their leave. Employee's coverage under any group insurance policy will continue during this leave, but employees may be required to continue paying their share of the cost of the benefit.

Meal and Rest Breaks

Non-exempt Minnesota employees who work at least 6 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. All non-exempt Minnesota employees are also allowed to take at least a 15-minute break or enough time to use the nearest convenient restroom at least every 4 hours. Employees can leave the premises during unpaid breaks.

Military Leave

Minnesota employees whose parent, grandparent, legal guardian, sibling, child, grandchild, spouse, or fiancé serve in the United States armed forces are eligible for military family leave.

Eligible Minnesota employees may take 1 day of unpaid leave to attend a send-off or homecoming ceremony for a parent, grandparent, legal guardian, sibling, child, grandchild, spouse, or fiancé who has been ordered to active service in the United States armed forces. Employees may take up to 2 consecutive days or 6 days of leave per calendar year if they are invited or called upon, in relation to their spouse's, parent's, or child's military service, to attend (1) military departure or return ceremonies; (2) family training or readiness events sponsored or conducted by the military; and (3) events held as part of official military reintegration programs. Finally, employees may take 10 days of unpaid leave if their parent, grandparent, legal guardian, sibling, child, grandchild, spouse, or fiancé has been killed or injured while serving in active duty.

Pay Transparency

St. Paul employees will be provided with a notice of rights under the city's wage theft law upon hire and annually thereafter. The notice will include the employee's start date, notice of the city's minimum wage, a statement that sharing tips is voluntary, and any overtime policy applicable to the employee's position. Employees must sign the notice and return it to the Company.

Protected Activity

Under the Minnesota Wage Disclosure Protection law, Minnesota employees have the right to tell any person the amount of their own wages. They won't be retaliated against for disclosing their own wages. Remedies under the Wage Disclosure Protection law are to bring a civil action against an employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5075 or 800-342-5354.

St. Paul, Minnesota Protected Activity

St. Paul employees have the right to: Earn Minimum Wage and Sick and Safe Time if you work in St. Paul; Receive accurate notice of your rights from your employer; Ask about your wage and sick time balance; inform others about their rights or an alleged violation; Report a suspected violation to the City of St. Paul HREEO Department; Participate in HREEO's investigations and any other related proceeding; and Oppose unlawful practices, policies, or acts. Employees won't be retaliated against for exercising their rights. Violations can be reported online by visit www.stpaul.gov/laborstandards by phone at 651-668-8966 or by email at Laborstandards@ci.stpaul.mn.us.

Minnesota Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. A year for the purpose of employees' earned sick and safe time is: Calendar year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees aren't required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- An employee's mental or physical illness, treatment or preventive care;

- The mental or physical illness, treatment or preventive care of an employee's family member;
- Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- Quarantine, when it's determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

An employer can require their employees to provide up to 7 days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than 2 consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform Human Resources as far in advance as possible, but at least 7 days in advance. In situations where an employee can't provide advance notice, the employee should contact Human Resources at HR@CretePA.com as soon as they know they will be unable to work.

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

Mississippi

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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).

Missouri

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

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 CretePA reasonable advance notice of the need to take time off under this policy. CretePA will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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 Crete Professionals Alliance 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 CretePA 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. CretePA 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.

CretePA 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 paid time off during otherwise unpaid time off taken under this policy. CretePA will treat all information related to an employee's leave pursuant to this policy as confidential. CretePA 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.

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 CretePA reasonable advance notice of the need for leave under this policy. CretePA 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 CretePA 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 CretePA reasonable advance notice of the need for leave under this policy. CretePA may request reasonable documentation reflecting the need for such leave. CretePA may request that an employee be exempted from responding to a specific mission.

Montana

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Montana Human Rights Bureau can be found at <http://erd.dli.mt.gov/human-rights> or by calling (800) 542-0807.

Nevada

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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).

Meal and Rest Breaks

Non-exempt Nevada employees who work at least 8 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. All non-exempt employees are also entitled to a 10-minute rest break every 4 hours worked.

Meal breaks should be taken as near as possible to the midpoint of the shift. Employees can leave the premises during unpaid meal breaks but not rest breaks. Employees may waive their meal and rest breaks.

Overtime

Nevada employees also earn overtime if they work more than 8 hours in a 24-hour period unless they agree to work 4 10-hour days or earn at least 1.5 times the minimum wage.

New Jersey

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

New Jersey Unpaid Family and Medical Leave

New Jersey employees can take this leave if they have worked for Company for 12 months and worked at least 1,000 hours in the 12 months before the leave. Company may deny NJFLA leave to salaried employees who are among the highest paid 5% of all employees or the 7 highest paid employees if granting leave will cause substantial economic injury to the operations of the Company. Employees can take up to 12 weeks of unpaid leave during a 24-month period.

Employees can take this leave 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; or
- If there is an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease:
 - 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 because 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 risk 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 risk the health of others.

Family member means 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.

Child includes a biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner or civil union partner, or a child conceived through a gestational carrier agreement.

Serious health condition means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility or continuing medical treatment or supervision by a healthcare provider.

If an employee takes leave for a reason covered by both the federal FMLA and the NJFLA, then leave under the NJFLA will run at the same time as FMLA leave. Leave under this policy will also run at the same time as leave taken under the New Jersey Paid Family and Medical Leave Insurance policy.

Employees may use any available paid leave to cover otherwise unpaid leave taken under this policy.

NJFLA leave may be taken on an intermittent basis in increments of at least 1 week if:

- Intermittent leave is medically necessary or it is taken to care for or bond with a newborn, foster, or adopted child;
- 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;
- The employee gives the required notice of the leave; and
- The employee makes a reasonable effort to schedule their leave so as not to unduly disrupt the Company's operations.

Employees can also take this leave on a reduced leave schedule in increments of no less than 1 work day, but no more than 1 work week.

For leave to care for or bond with a child, employees must provide at least 30 days' notice of their need for leave, unless there are emergency circumstances. Employees that request intermittent leave to bond with a new child only need to provide 15 days' notice.

For leave to care for a family member with a serious health condition, employees must provide a reasonable amount of advance notice, unless there are emergency circumstances. Employees that request intermittent leave to care for a family member only need to provide 15 days' notice. For leave related to a communicable disease, employees must provide a reasonable amount of advance notice. The Company may require employees to provide certification from a health care provider, school, place of childcare, public health authority, or public official to show the leave is for an allowable reason.

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 position or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If the Company 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.

The Company won't discriminate against employees for requesting or taking NJFLA leave. The Company will also not interfere with or deny an employee's exercise of rights provided by the NJFLA.

New Jersey Paid Family and Medical Leave Insurance

The Company provides leave that complies with New Jersey's Family Leave Insurance law, which creates a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances. Employees covered by New Jersey's Unemployment Compensation Law are eligible for these leave benefits.

The state provides employees up to 12 weeks of paid benefits per year. Employees taking this leave on an intermittent basis (for example, a week, a month, or a day at a time) are eligible for 8 weeks of benefits.

This leave can be used:

- To bond with a new child after birth or placement for adoption or foster care within the first year after birth or placement;
- To care for a family member with a serious health condition; and
- To receive paid benefits while taking leave under the New Jersey Security and Financial Empowerment Act for victims of domestic violence or sexual assault (see the New Jersey Domestic Violence Leave policy for more information).

Family member means an employee's child, spouse, domestic or civil union partner, parent, stepparent, foster parent, parent-in-law, sibling, grandparent, grandchild, anyone else related by blood, or any other person who has a relationship with the employee that is the equivalent of a family relationship.

Child includes a biological, adopted, or foster child, stepchild, legal ward, child of a domestic or civil union partner, or child conceived through a gestational carrier agreement.

Serious health condition means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility or continuing medical treatment or supervision by a health care provider.

Leave under this policy runs at the same time as any unpaid leave under New Jersey's Unpaid Family and Medical Leave policy and the federal FMLA. Employees may use other available paid leave to supplement partial wage replacement under this policy, up to 100% of their normal wage.

New Jersey's Temporary Disability Insurance program also provides wage replacement benefits for pregnant workers and employees recovering from childbirth. Employees can receive disability insurance benefits before receiving paid family and medical leave benefits to bond with a new child, but they can't receive both benefits at the same time.

Employees aren't eligible for paid family leave benefits if they are receiving workers' compensation benefits, unemployment insurance benefits, or benefits from a disability or cash sickness program. Employees can use other available paid leave to supplement partial wage replacement from the state, up to 100% of their normal wage

To take continuous leave to bond with a new child, employees must provide 30 days' notice of the need for leave. To take leave to care for a family member, employees must provide 15 days' notice. When taking intermittent leave, employees must provide 15 days' notice before each absence. Unless the need for leave is unforeseeable, an employee's benefits can be reduced by 2 weeks' worth of benefits if they fail to provide notice.

To receive paid family leave benefits, employees must submit a claim through Unum. For any questions, contact HR@CretePA.com. The Company may require employees to provide certification from a healthcare provider that a family member's condition requires care. The Company won't require any documentation for leave to bond with a new child. The Company won't discriminate against employees for taking or requesting leave benefits under this policy.

New Mexico

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

New York

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of Company. New York Division of Human Rights (DHR); NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458; www.dhr.ny.gov/complaint; 888-392-3644, 718-741-8300 (TTY), or 1-800-HARASS3. New York's Human Rights Law prohibits discrimination and sexual harassment. A complaint may be filed with DHR or in New York State Supreme Court. Complaints with DHR may be filed any time within 3 years of the harassment. If a person does not file at DHR, they can sue directly in state court under the HRL within 3 years of the alleged sexual harassment. A person may not file with DHR if they have already filed an 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.

New York City Commission on Human Rights; Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York 10007; <https://www.nyc.gov/site/cchr/index.page>; 212-306-7450 or 311. New York State has established a statewide workplace sexual harassment hotline at 1-800-427-2773. The confidential hotline is operated by the New York State Division of Human Rights and will connect workers who have faced sexual harassment with pro bono attorneys to advise them.

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

Meal and Rest Breaks

Non-exempt New York employees who work at least 6 hours in their workday are entitled and expected to take an unpaid meal break. Employees that start their workday before 11 a.m. and continue working past 7 p.m. are also entitled to a rest break.

Meal breaks should be 30 minutes long, except that meal breaks should be 45 minutes long for employees whose workday starts between 1:00 p.m. and 6:00 a.m. Rest breaks should be 20 minutes long.

Employees whose workday encompasses the noon meal period (11 a.m. to 2 p.m.) should take meal breaks during that time. Other employees should take their meal break as close to the middle of their shift as reasonably possible. Rest breaks should be taken between 5 p.m. and 7 p.m. Employees can leave the premises during breaks. Employees will be relieved of all duties for the full duration of breaks.

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

Military Leave

Permanent employees whose family members are members of state uniformed services, including, but not limited to, the National Guard, Space Force, any State Militia, or any State Defense Force are eligible for leave under this policy. Specific rules and exceptions are as follows:

Employees in New York who work an average of 20 or more hours per week and are the spouse of a member of the armed forces of the United States, National Guard, or reserves are eligible for military family leave. Employees may also be eligible for paid leave under the New York Paid Family Leave program. Review the New York Paid Family Leave policy for more information.

Employees may take leave under the FMLA or applicable state law, including:

While Company has at least 20 employees at 1 worksite, Company provides up to 10 days unpaid time off to eligible employees in New York. 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.

To be eligible for reinstatement, New York employees returning from military leave must provide Company with a certificate of completion of service to qualify for reinstatement. Employees must apply for reemployment within:

- 90 days after release from active military service;
- 60 days after release from leave taken to complete initial full-time training duty or initial active duty for training; and
- 10 days after release from leave used for drill training, annual full-time training duty, reserve duty training, instruction or duties, active duty for training, other qualifying annual military training, or to attend service school.

New York Paid Family and Medical Leave Insurance

Company provides leave that complies with New York Paid Family Leave, which requires Company to carry insurance that may provide employees with partial wage reimbursement in certain circumstances.

New York employees may be eligible for paid family leave benefits if they: (1) regularly work 20 or more hours per week and have been employed for at least 26 workweeks in a row before

their first full day of leave; or (2) regularly work less than 20 hours per week and have been employed for at least 175 days before their first full day of leave.

If 2 spouses both work for Company and request leave for the same reason, the Company may require them to take the leave at different times so that they aren't both absent at the same time. Employees can receive up to 12 weeks of paid leave benefits during a 52-week period.

This leave can be used:

- To care for a family member with a serious health condition;
- 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
- To help with family obligations if the employee's spouse, domestic partner, child, or parent is called to active military service or has been notified of an impending call to active duty.

Family member means a child (including a biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner, or a person for whom the employee has parental responsibility), parent (including biological or adoptive parents, stepparents, or someone who had parental responsibility for the employee), grandparent, grandchild, sibling (including a biological or adopted sibling, half-sibling, or stepsibling), spouse, or domestic partner.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or supervision by a healthcare provider.

If the reason for an employee's leave qualifies for both these family leave benefits and leave under the federal FMLA, then leave under this policy runs at the same time as FMLA leave. Disability leave and leave under this policy may not be used at the same time, and employees can't take more than 26 weeks of combined short-term disability and paid family leave in a 52-week period.

Employees can supplement paid leave benefits with any other available paid leave so that they receive full pay. Employees can take this leave all at once or intermittently, but they must take the leave in full-day increments. If the need for leave is foreseeable, employees must provide at least 30 days' notice. If not foreseeable, the employee must provide notice as soon as it's practical. Failure to provide timely notice may result in paid leave benefits being delayed or denied.

Employees should complete the [applicable request forms](#) and submit them to the Company's insurance carrier within 30 days after the start of their leave. The Company will 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, but they must continue to pay their share of health insurance premiums.

Pay Transparency

New York employees will get written notice of their regular payday, pay rate, and any overtime rate prior to starting work in a position. Employees will be expected to return a written acknowledgment that they have received the notice. New York employees will also receive at least 7 days' written notice before any information in their wage notice changes. While the Company has 4 or more employees, New York employees can get a good faith wage range and job description for any open positions in New York by referring to the position's job posting.

New York Airborne Infectious Disease Exposure Prevention Plan

February 23, 2026

This Airborne Infectious Disease Exposure Prevention Plan (the "Plan") is required under the New York Health and Essential Rights Act (NY HERO Act) and is intended to protect our employees against exposure and disease during an airborne infectious disease outbreak. The Plan applies to all employees who work in New York and goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to public health. The Plan may be subject to additional requirements, including requirements arising from the declaration of a state of emergency due to an airborne infectious disease and applicable federal standards.

For questions about the Plan or how it is being implemented, please contact Human Resources at HR@CretePA.com.

Exposure Controls During a Designated Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in the worksite:

General Awareness. Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should:

- Maintain physical distancing;
- Exercise coughing/sneezing etiquette;
- Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
- Limit items they touch;

- Stop social etiquette behaviors such as hugging and hand shaking; and
- Wash hands properly and often.

Stay at Home Policy. If an employee develops symptoms of the infectious disease, the employee should not enter or remain in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

Health Screening. Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees should self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the worksite and should contact a healthcare professional for instructions. The health screening will follow any guidance from NYSDOH and the CDC.

Face Coverings. Employees must wear appropriate face coverings in accordance with guidance from the NYSDOH or CDC, as applicable.

If all individuals on the Company premises are fully vaccinated (defined as having completed a federally authorized or approved vaccination series for an airborne infectious disease designated as a highly contagious communicable disease that presents a serious risk of harm to the public health, such as COVID-19, pursuant to the Commissioner of Health's designation). Appropriate face coverings are recommended, but not required, consistent with NYSDOH and CDC applicable guidance.

Physical Distancing. Physical distancing will be used, to the extent feasible, as advised by guidance from the NYSDOH or CDC, as applicable. In situations where prolonged close contact with other individuals is likely, employees should use the following control methods: limiting occupancy, remote meetings

Hand Hygiene. To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching their eyes, nose, or mouth;
- Touching their mask;
- Entering and leaving a public place; and
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, employees should wash their hands rather than using hand sanitizer when their hands are soiled.

Respiratory Etiquette. Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering their nose and mouth when sneezing, coughing, or yawning.

Special Accommodations for Individuals with Added Risk Factors. Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Employees should inform their supervisor or the human resources department if they fall within this group and need an accommodation.

For activities where the minimum controls alone won't provide sufficient protection for employees, additional controls may be necessary. Company will determine if the following are necessary:

Elimination. The Company may temporarily suspend or eliminate employees' unsafe activities where adequate controls could not provide sufficient protection for employees.

Engineering Controls. The Company may implement appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate employees from the infectious agent.

Subject to changes based on operations and circumstances surrounding the infectious disease, the Company may use the following engineering controls: opening outside windows and doors to create natural ventilation, opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors

Administrative Controls. Administrative controls are policies and work rules used to prevent exposure.

Subject to changes based on operations and circumstances surrounding the infectious disease, Company may use the following administrative controls: training employees, handwashing

Personal Protective Equipment (PPE). PPE are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection.

PPE will be provided at no cost to the employee and used and maintained in a sanitary and reliable condition. The PPE provided to an employee will be based on a hazard assessment for the worksite.

The Company will obtain, properly store, and maintain PPE so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

Housekeeping During a Designated Outbreak

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific worksite conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Company will select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

Normal housekeeping duties and schedules will be followed during an infectious disease outbreak, to the extent practicable and appropriate, consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted, and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent so alternative methods and/or increased levels of protection may be needed.

Rather than dusting, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during "off" hours may reduce other workers' exposures to the infectious agent. Best practice and CDC guidance dictates that housekeepers should wear respiratory protection.

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee's work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated. As feasible, liners will be used in trash containers. The Company will empty the containers often enough to prevent overfilling and avoid forcefully squeezing the air out of the trash bags before tying them as trash containers may contain soiled tissue or face coverings.

Infection Response During a Designated Outbreak

If an actual, or suspected, infectious disease case occurs at work, the Company will take the following actions:

- Instruct the sick individual to wear a face covering, leave the worksite, and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

Training and Information During a Designated Outbreak

Human Resources will verbally inform all employees of the existence and location of the Plan, the circumstances it can be activated, the infectious disease standard, Company policies, and employee rights under the HERO Act.

Training isn't required to be provided to any individuals working for staffing agencies, contractors, or subcontractors on behalf of the Company at any individual work site, as well as any individual delivering goods or transporting people at, to, or from the worksite on behalf of the Company, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer.

When the Plan is activated, all employees will receive training which will cover all elements of the Plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of the Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls; and
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

The training will be:

1. Provided at no cost to employees and take place during working hours. If training during normal work hours isn't possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to employees' educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

Plan Evaluations During a Designated Outbreak

The Company will review and revise the Plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements.

Reporting of Any Violations and Retaliation Protections

Employees may report violations of the Plan to Human Resources at HR@CretePA.com. Employees may report a violation verbally or in writing, including through electronic communications. If in writing, Company will maintain the notification record after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or 2 years after the conclusion of the Governor's emergency declaration of a high-risk disease.

Company, or its agent, officer, or person acting as or on behalf of Company, won't discriminate, threaten, retaliate against, or take adverse action against employees for exercising their rights under the Plan. This includes reporting conduct the employees reasonably believe in good faith violates the Plan or airborne infectious disease concerns to Company, government agencies or officials or for refusing to work where employees reasonably believe in good faith that such work exposes them, other workers, or the public to an unreasonable risk of exposure, provided the employees, another employee, or representative has notified Company verbally or in writing, including electronic communication, of the inconsistent working conditions and Company fails to cure the condition or if Company knew or should have known of the working conditions.

Definitions

The NY Hero Act defines an "employee" as any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual's immigration status, and includes part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers, and other temporary and seasonal workers.

The term also includes individuals working for digital applications or platforms, staffing agencies, contractors, or subcontractors on behalf of an employer at any individual work site, as well as any individual delivering goods or transporting people at, to, or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

North Carolina

Domestic Violence Victim Leave

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave to seek medical attention, obtain legal assistance, attend court proceedings, or secure safe housing. The Company prohibits retaliation against employees who exercise these rights and may require reasonable documentation as permitted by law.

School Involvement Leave

Employees may take up to four hours of unpaid leave per year to attend or otherwise be involved in their child's school activities. Employees should provide advance notice of the need for leave and make reasonable efforts to schedule leave so as not to unduly disrupt business operations.

Emergency Responder Leave

Employees who serve as volunteer firefighters, rescue squad members, or emergency medical responders may take unpaid leave when called to respond to an emergency. The Company will not terminate or discriminate against employees for responding to such calls, provided appropriate notice is given when feasible.

Civil Air Patrol Leave

Employees who are members of the North Carolina Wing of the Civil Air Patrol may take up to 14 days of unpaid leave per calendar year to participate in authorized training or emergency missions. Employees must provide as much advance notice as possible and may be required to submit verification of service.

Ohio

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Ohio Civil Rights Commission can be found at <https://civ.ohio.gov/> or by calling 888-278-7101.

Military Leave

Permanent employees whose family members are members of state uniformed services, including, but not limited to, the National Guard, Space Force, and State Militia, or any State Defense Force are eligible for leave under this policy. Specific rules and exceptions are as follows:

Ohio employees are eligible for leave under the Ohio Military Family Leave Act (OMFLA) if they have worked for the Company for 12 consecutive months before the leave and they have worked at least 1,250 hours during those 12 months. OMFLA leave is limited to employees that are parents, spouses, or current or former legal guardians of a person in uniformed service who has been called to active duty for more than 30 days or has been injured, wounded, or hospitalized while serving on active duty. "Uniformed services" includes: (1) the armed forces; (2) the Ohio organized militia when engaged in full-time National Guard duty; (3) commissioned corps of the public health service; and (4) any other categories of people designated by the U.S. President in a time of war or emergency. Company may require an employee to provide certification from the appropriate military authority to verify that the leave requested qualifies for leave under the OMFLA.

Employees whose family members are service members may be eligible to take leave under the FMLA or applicable state law, including:

Eligible Ohio employees may take the lesser of 10 days or 80 hours of unpaid time off for any reason when the employee's child, spouse, or ward who is in the uniformed services has been called to active duty for more than 30 days or was injured, wounded, or hospitalized while serving on active duty.

Employees are subject to the following notice requirements:

Ohio employees that are eligible for military family leave under the OMFLA must give at least 14 days' notice before taking leave related to an active-duty deployment or at least 2 days' notice before taking leave because a service member is injured, wounded, or hospitalized. No notice is required if the injury to the service member is critical or life-threatening.

Oklahoma

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Oklahoma Attorney General Civil Rights Enforcement Division can be found at <https://www.oag.ok.gov/civil-rights-enforcement> or by calling (405) 521-3921.

Oregon

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Oregon Civil Rights Division; <https://www.oregon.gov/boli/workers/Pages/sexual-harassment.aspx>; 971-673-0761. Oregon state law requires that any legal action taken on alleged discriminatory conduct start no later than 5 years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing. Nothing in this policy stops any person from filing a formal grievance under a collective bargaining agreement (if applicable), the Bureau of Labor and Industries' Civil Rights Division, or the Equal Employment Opportunity Commission.

Company won't require a former, current, or prospective Oregon employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a non-disclosure, non-disparagement, or no-rehire provision and will have at least 7 days to revoke that agreement. Company won't offer a settlement on the condition of a request for these terms.

A "non-disclosure agreement" is an agreement where someone agrees not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement. A "non-disparagement agreement" is an agreement where someone agree not to discredit or make negative or disparaging written or verbal statements about Company. A "no-rehire provision" is an agreement that prohibits an employee from seeking reemployment with Company and allows Company to not rehire that person in the future.

Oregon Unpaid Family and Medical Leave

Oregon employees can take OLFA leave if they have been employed by the Company for at least 180 days and have worked an average of at least 25 hours per week during the 180 days immediately before the leave. The weekly work requirement doesn't apply for leave to care for a new child, a newly adopted or foster child under 18, or an adopted or foster child over 18 if the child can't care for themselves because of a mental or physical disability. During a public health emergency, employees are eligible if they've worked for at least 30 days prior to the leave and an average of at least 25 hours per week during those 30 days.

If an employee separates from the Company but then returns to work within 180 days, they can take this leave immediately if they were eligible for the leave at the time of separation. An employee who returns within 180 days but wasn't eligible for leave at the time of separation will receive credit for the time they previously worked for the Company.

Employees can take up to 12 weeks of unpaid leave per year. Employees are eligible for an additional 12 weeks of unpaid leave per year if they are disabled by pregnancy or childbirth. Employees can also take up to 2 weeks of unpaid bereavement leave for each family member who dies, up to a maximum of 4 weeks per year, which will be counted toward the total 12 weeks of family leave that the employee may take under this policy.

Employees can take this leave for the following reasons:

- To care for a child who suffers from an illness, injury, or condition that requires home care; or
- To care for a child of the employee whose school or childcare provider has been closed in conjunction with a declared public health emergency;
- For the employee's own illness, injury, or condition related to pregnancy or childbirth that disables the employee such that they can't perform their job.
- To take bereavement leave to make arrangements necessitated by the death of a family member, to attend funeral or memorial services of the family member, and to grieve the death of the family member. Leave used for these reasons must be taken within 60 days of receiving notification of a family member's death.

Family member means a spouse or domestic partner; child or their spouse or domestic partner; parent or their spouse or domestic partner; sibling or stepsibling or their spouse or domestic partner; grandparent or their spouse or domestic partner; grandchild or their spouse or domestic partner; or any person related by blood or affinity whose close relationship with the employee is the equivalent of a family relationship.

Employees may substitute any available paid leave for unpaid OFLA leave, except for paid family and medical leave. Leave taken under this policy won't run at the same time as leave taken under the Oregon Paid Family and Medical Leave Insurance policy, but will run at the same time as FMLA leave if the leave qualifies under both OFLA and FMLA. Employees can take this leave in the same increments as other leave. OFLA leave may be taken on an intermittent basis.

Employees must provide notice of at least 30 days before taking OFLA leave, unless prevented by medical emergency, an unexpected illness that requires home care, a family member dies, or if the leave is for a pregnancy-related disability. If the employee can't provide 30 days' notice, they must give notice to Company within 24 hours of their leave. Employees may designate a

personal representative to give notice on their behalf, if necessary. If OFLA leave is due to a planned medical treatment, employees must make a reasonable effort to schedule treatment to minimize disruption to the Company's operations.

Company may require an explanation of the need for OFLA leave and may require verification of the need for OFLA leave if permitted by law.

If an employee takes leave to care for a sick child, the Company will only require verification after the employee is absent for 3 days.

If an employee takes this leave for a pregnancy-related disability, the Company won't require a healthcare provider's verification.

If an employee takes this leave to care for a child during a public health emergency, the Company won't require a healthcare provider's verification, but may request (a) the name of the child requiring home care, (b) the name of the school or child care provider that's closed, (c) a statement from the employee that no other family member can care for the child, and (d) a statement from the employee that special circumstances exist that require the employee to provide care for a child that is over 14.

Employees may keep any group health insurance during OFLA leave on the same terms as if they had continued to work. Employees must continue to pay their portion of the insurance premium. If the employee does not return to work from OFLA leave, Company may deduct amounts paid for their health insurance coverage, unless the employee can't return to work for reasons beyond their control.

Upon return from OFLA leave, employees will be restored to their prior position. If the position no longer exists, employees will be restored to an available, equivalent position with equivalent employment benefits, pay, and other terms and conditions. If an equivalent position isn't available at the old job site, the employee may be offered an equivalent position at a job site located within 50 miles of the old job site, if a position like that exists. Company won't discriminate against employees or applicants for requesting or taking OFLA leave. Company will also not interfere with an employee's exercise of any rights provided by the OFLA.

Oregon Paid Family and Medical Leave Insurance

Company provides leave that complies with Paid Leave Oregon, which is a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Oregon employees who have earned at least \$1,000 in the previous year and made sufficient contributions to the Oregon Paid Leave fund may be eligible for paid leave under the state-run Paid Leave Oregon insurance program. Employees can take up to 12 weeks of leave per year. Employees can take an additional 2 weeks of leave for pregnancy-related medical leave.

Employees can take this leave for the following reasons:

- To care for a family member with a serious illness or injury;
- To bond with a new child after birth, adoption, or foster care placement;
- To go through the legal process required for placement of a foster child or the adoption of a child;
- Medical leave during an employee's own serious health condition; and
- Safe leave for survivors of sexual assault, domestic violence, harassment, or stalking, which can be used to seek law enforcement help, medical treatment, counseling, or relocation

Family member has the same definition as in the Oregon Unpaid Family and Medical Leave policy.

Serious health condition means:

- an illness, injury, impairment, or physical or mental condition requiring inpatient care in a hospital, hospice, or residential medical care facility;
- an illness, disease, or condition that in the medical opinion of the healthcare provider poses an imminent danger of death, is terminal with a reasonable possibility of death in the near future, or requires constant care;
- disability because of pregnancy or a period of absence for prenatal care; or
- a period of absence to donate a body part, organ, or tissue (including diagnostic appointments, surgery, post-operation treatment, and recover).

If the reason an employee uses this leave also qualifies for leave under the federal Family Medical Leave Act policy, then those leaves run at the same time. Leave under the Oregon Unpaid Family and Medical Leave policy is separate from leave under this policy. Employees may choose to use any other available paid leave to supplement partial wage replacement under this policy, up to 100% of their normal wage.

Employees aren't eligible for paid family and medical leave benefits while they're receiving workers' compensation or unemployment insurance benefits. Employees can take leave and claim benefits in increments of 1 workday or 1 work week. Employees can take this leave all at once or intermittently.

Employees taking this leave for safe leave purposes must provide reasonable advance notice, unless that's not feasible. Employees taking this leave for other reasons must provide at least 30 days' notice before taking leave under this policy if the leave is foreseeable. If leave must be

taken unexpectedly, employees must provide verbal notice within 24 hours of starting their leave and provide written notice within 3 days after the start of their leave. Employees who fail to provide the required notice may have their first weekly benefit amount reduced.

The Company may require employees to provide in writing the type of leave they are requesting, an explanation of why leave is needed, when the employee will take leave, and an estimate of how long it will last. Even if the employee will take leave intermittently, they only need to provide notice once. Employees can apply for leave with Paid Leave Oregon online at paidleave.oregon.gov or by contacting Paid Leave Oregon at 833-854-0166.

If an employee has worked for Company for at least 90 days, then the employee is entitled to their same or equivalent position when they return from leave. If there's no equivalent position available at the workplace, the Company will offer the employee an equivalent position at a workplace within 50 miles of the employee's original workplace, if a position like that exists. The Company will maintain the employee's coverage under any applicable group health plan, at the same level and under the same conditions as before the leave. Employees must continue to pay the employee portion of the insurance premium.

Meal and Rest Breaks

Non-exempt Oregon employees who work at least 6 hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. All non-exempt Oregon employees are also entitled to a paid rest break for every 4 hours worked.

Employees who work between 6 and 14 hours in their workday get 1 meal break. Employees get a second meal break if their workday is between 14 and 22 hours long, and they get a third meal break for all workdays that exceed 22 hours. Employees also get 1 rest break for every 4 hours worked. Rest breaks should be 10 minutes long for employees over 18 and 15 minutes long for employees under 18.

If an employee's shift is shorter than 7 hours, their meal break must be taken between the second and fifth hour of work. If their shift is longer than 7 hours, the meal break must be taken between the third and sixth hour of work. Employees can leave the premises during unpaid breaks only. Employees will be relieved of all duties for the full duration of breaks.

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

Military Leave

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:

Employees may be eligible for leave under the Oregon Military Family Leave Act (OMFLA) if they work an average of 20 hours per week, and their spouse or registered domestic partner is (1) called to active military duty, (2) notified of an impending call to active military duty, or (3) deployed and on leave for active military duty. Employees may take leave under the FMLA or applicable law.

Eligible Oregon employees may take up to 14 days of military family leave per deployment, either continuous or intermittent. Leave must be taken either before or during the deployment and runs concurrently with leave under the Oregon Family Leave Act (OFLA) and the FMLA, if applicable.

Employees are subject to the following notice requirements:

Oregon employees who are eligible for family military leave under the OMFLA must provide notice of their intent to take leave within either (1) 5 business days of receiving official notice of their spouse's impending call to military service, order to active duty, or leave from deployment; or (2) as soon as is practicable, if official notice is provided less than 5 days before taking leave.

Political Activity Leave

Oregon employees who are members or prospective members of the Legislative Assembly may take unpaid time off to perform their official legislative duties. Employees must provide at least 30 days' notice of their need for leave for a regular session. When a special or emergency session is called, employees must provide notice and as soon as it is reasonably apparent that a special or emergency session is to be called.

Employees who take leave under this policy won't suffer any loss of job status or seniority based purely on their absence.

Pennsylvania

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

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 CretePA reasonable advance notice of the need to take time off under this policy. CretePA will treat all information related to an employee’s leave pursuant to this policy as confidential. CretePA 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 unlimited time off during otherwise unpaid time off taken under this policy.

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 CretePA reasonable advance notice of the need for leave under this policy. CretePA 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. CretePA will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available unlimited time off during otherwise unpaid time off taken under this policy.

South Carolina

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the South Carolina Human Affairs Commissions can be found at <https://schac.sc.gov/employment-discrimination> or by calling (803) 737-7800.

South Dakota

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the South Dakota Division of Human Rights can be found at https://dlr.sd.gov/human_rights/forms.aspx or by calling 605-773-3101.

Tennessee

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Civil Rights Enforcement Division of the State Attorney General and Reporter's office can be found at <https://www.tn.gov/attorneygeneral/cred.html> or by calling (615) 741-3491.

Meal and Rest Breaks

Non-exempt Tennessee employees who work at least 6 consecutive hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Breaks should not be scheduled during or before the first hour of work. Employees can leave the premises during breaks. Employees will be relieved of all duties for the full duration of breaks.

Employees whose main job involves serving food or beverages and who receive tips may waive their meal break if both they and Company agree in writing. Otherwise, failure to take full meal breaks is a violation of Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

Texas

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Virginia

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. Information about the Virginia Office of Civil Rights can be found at <https://www.oag.state.va.us/citizen-resources/civil-rights> or by calling 804-225-2292.

Social Security Number Privacy

Virginia employees won't have their SSNs as their identification number or included on any identification or access card or badge.

Washington

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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).

Washington Paid Family and Medical Leave Insurance

The Company provides leave that complies with the Washington Paid Family and Medical Leave Act (WA-PFMLA), which is a state-run insurance program that may provide employees with partial wage reimbursement in certain circumstances.

Washington employees are eligible for WA-PFMLA leave and partial wage reimbursement from the state if they have worked at least 820 hours in Washington during either (1) the first 4 of the last 5 completed calendar quarters or (2) the last 4 completed calendar quarters immediately before applying for leave.

Employees can take up to 12 weeks of family leave and 12 weeks of medical leave in a 52-week period but are limited to 16 weeks of combined family and medical leave per year. If an eligible employee experiences a serious health condition during pregnancy that results in incapacity, they may take up to an additional 2 weeks of medical leave (for a total of 14 weeks of medical leave and a total combined medical and family leave of 18 weeks).

Any leave taking during the 6 weeks after a child's birth will be designated as medical leave, unless the employee chooses to use family leave during that time.

This leave can be used:

- For the employee's serious health condition;
- To care for a family member with a serious health condition (including physical and psychological conditions);
- To care for or bond with the employee's child after birth or placement (age 18 and younger) during the first year after birth or placement;

- For bereavement leave during the 7 days after the death of a newborn child or a child newly placed for adoption; 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.

Family member means child, grandchild, grandparent, parent, sibling, spouse or domestic partner of an employee, parent of a spouse or domestic partner, a person who had parental responsibility for the employee, and anyone who regularly lives in the employee's home or where the relationship creates an expectation that the employee will care for the person, and that individual depends on the employee for care.

Child means a biological, adopted, or foster child, a stepchild, a child's spouse, a legal ward, or a person for whom the employee has parental responsibility, regardless of age or dependency.

WA-PFMLA leave runs at the same time as federal FMLA leave is the reason for leave qualifies under both. Paid leave benefits under this policy are separate from any sick leave or temporary disability benefits related to pregnancy or childbirth. Employees may use available paid time off to supplement partial wage replacement from the state. Employees can take this leave intermittently. The smallest amount of time an employee can file a claim for is 4 hours of leave.

Employees taking leave under the WA-PFMLA must provide at least 30 days' notice to the Company, if foreseeable. If the need for leave isn't foreseeable, employees must provide as much notice as practical. For planned medical treatment, employees must make reasonable efforts to schedule treatment so that it does not unduly disrupt the Company's operations, subject to the approval of the patient's health care provider.

Employees must submit an application for benefits through Washington's Paid Family and Medical Leave program, administered by the Washington Employment Security Department (ESD). More information about calculating benefits and submitting a claim is available at <https://www.paidleave.wa.gov/>.

While Company has 25 or more employees, WA-PFMLA leave is job protected for employees who have worked for the Company for at least 180 calendar days before taking the leave. When a qualifying employee returns from leave, they will be restored to the same or an equivalent position, unless an exception applies under the law. Employees may continue participating in any health and welfare benefit plans in which they were enrolled before leave, provided they continue to pay their portion of the insurance premium.

The Company won't discriminate against employees for requesting or taking WA-PFMLA leave or interfere with an employee's exercise of any rights provided by the WA-PFMLA.

Washington Family Care Act Leave

Under the Washington Family Care Act (FCA), employees can use any available sick leave or other paid leave to care for their:

- biological, adopted, or foster child, stepchild, legal ward, or person for whom the employee has parental responsibility who has a health condition that requires treatment or supervision; or
- spouse, biological or adoptive parent, parent-in-law, or grandparent who has an emergency or serious health condition.

The Company won't discriminate against employees for requesting or taking FCA leave, and it won't interfere with an employee's exercise of any rights provided by the FCA. Washington employees who have been offered an internal transfer or a promotion can get the wage range for the new position upon request.

Meal and Rest Breaks

Non-exempt Washington employees who work at least 5 consecutive hours in their workday are entitled and expected to take an unpaid, uninterrupted, off-duty, 30-minute meal break. All non-exempt Washington employees can also take 10-minute rest breaks during their shift. Employees get 1 meal break per shift, unless they are required to work 3 or more hours beyond their normal shift, in which case they will get a second meal break. Non-exempt employees get 1 rest break for every 4 hours they work.

The first meal break must be taken between the second and fifth hour of the employee's shift. When employees are eligible for 2 meal breaks, the second one can be taken at any time, except that no employee should work more than 5 consecutive hours without a meal break. Rest breaks should be taken as near as possible to the midpoint of the shift, and no employee should work more than 3 hours without a rest break.

Employees can leave the premises during unpaid breaks only. Employees will be relieved of all duties for the full duration of breaks. Employees may waive their meal break if both they and Company agree in writing, but they can't waive their rest break(s). Failure to take full breaks without waiving them is a violation of Company policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Leave

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:

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

under the Washington Military Family Leave Act (WMFLA) if they provide notice of the need for leave within 5 business days of receipt of official notice of an impending call or order to active duty or of a leave from deployment.

Washington employees eligible for leave under the 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.

Washington employees who seek to take military family leave under the WMFLA must notify the Company 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.

Washington employees must apply for reemployment within the following guidelines, unless it isn't reasonably practicable to do so:

- for service lasting 30 days or less, employees must apply no later than the first full calendar day that begins at least 8 hours after their release from service and transport home;
- for service lasting more than 30 days but not more than 180 days, employees must apply within 14 days of their release from service;
- for service lasting more than 180 days, employees must apply 90 days of their release from service; or
- for employees who are hospitalized or otherwise unable to work due to injuries or illnesses sustained during service, application must be made at the end of their recovery period lasting not longer than 2 years.

Outside Employment

Washington employees earning at least twice the state minimum wage may not accept outside employment that is directly related to the Company's business or that conflicts with their obligations to the Company. Washington employees earning less than twice the state minimum wage may accept outside employment as long as it (1) does not affect their own safety or the safety of others in connection with their work for the Company, (2) does not interfere with the Company's normal scheduling expectations, and (3) does not conflict with the employee's duty of loyalty to the Company or create any conflict of interest under applicable law.

Equal Employment and Anti-Harassment

Employees can report discrimination or sexual harassment outside of the Company. 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.

Wisconsin Unpaid Family and Medical Leave

Wisconsin employees can take WFMLA leave if they have worked for the Company 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.

Employees can take the following amounts of unpaid leave per calendar year:

- 6 weeks 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 to care for the employee's child, spouse, domestic partner, or parent with a serious health condition; or
- 2 weeks for the employee's own serious health condition.

Employees can take this leave for the following reasons:

- To care for a child after birth, adoption, or placement as a precondition to adoption;
- To care for a child, spouse, domestic partner, or parent with a serious health condition;
- For the employee's own serious health condition that prevents them from performing their job duties.

Serious health condition means a disabling physical or mental illness, injury, impairment, or condition involving inpatient care in a hospital, nursing home, hospice, or outpatient care that requires continuing treatment or supervision by a healthcare provider.

WFMLA leave runs at the same time as federal FMLA leave if the reason for leave qualifies for both. Employees can substitute any available paid leave for unpaid WFMLA leave. Employees may take WFMLA leave on an intermittent basis.

Employees must provide a reasonable amount of advance notice of the need for leave and should schedule medical treatments in a way that doesn't disrupt the Company's operations, subject to the approval of the patient's health care provider. For leave due to the employee's or

a family member's serious health condition, the Company may request certification issued a health care provider or Christian Science practitioner.

The Company may require the employee to obtain the opinion of a second health care provider, chosen and paid for by the Company, concerning any information in the certification. The Company will maintain group health insurance coverage under the conditions that applied immediately before the WFMLA leave began if the employee continues making any required contribution.

Upon returning from WFMLA leave, employees will be restored to their prior position or an equivalent position with equivalent compensation, benefits, working shifts, hours, and other terms and conditions. Company won't reduce or deny an employment benefit which the employee accrued before their WFMLA leave began. The Company won't discriminate against employees or applicants for requesting or taking WFMLA leave and won't interfere with an employee's exercise of any rights provided by the WFMLA.