Partners Personnel – Management Services

ASSOCIATE EMPLOYEE HANDBOOK

2026

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Employee Handbook

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Introduction

This Associate Employee Handbook is designed to be a practical resource for individuals employed by Partners Personnel and assigned to client worksites. We have organized the handbook to be clear, easy to navigate, and focused on the policies and expectations most relevant to associate employees.

This handbook provides general information about Partners Personnel policies, workplace expectations, and time-off practices. It **does not create an express or implied contract of employment**, guarantee continued employment or assignments, or alter the at-will nature of the employment relationship. This handbook replaces any prior associate handbooks or inconsistent policy statements.

Associates of Partners Personnel are employed on an **assignment-based, at-will basis**. Assignments may begin and end based on client needs, performance, availability, or business conditions. The start, completion, interruption, or end of an assignment does not change the at-will employment relationship.

Partners Personnel may revise, modify, or discontinue policies described in this handbook at any time, consistent with applicable law. This handbook should be read and interpreted in a manner consistent with federal, state, and local laws.

For ease of reference, the handbook is divided into four sections:

- **Our Commitments**, which outlines the principles and standards Partners Personnel is committed to;
- **Our Expectations**, which describes workplace conduct and performance expectations;
- **Our Relationship**, which explains the nature of the employment relationship; and
- **Time Off**, which provides an overview of time-off policies.

This handbook also includes **State and Local Addenda**, which contain policies that apply only to associates working in certain jurisdictions. If there is a conflict between this handbook and a State or Local Addendum, the Addendum will control.

Throughout your employment with Partners Personnel, you will have access to the most current version of this handbook. To view the handbook and other important associate information, visit **www.partnerspersonnel.com**, select **Employee Login**, and navigate to **Employee Resources** using the credentials you created during onboarding.

Welcome to Partners Personnel.

Our Commitments

This section outlines our principles.

Mission Statement

To help people and organizations improve.

Values

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

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

Partners Personnel 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. Partners Personnel does not discriminate against or tolerate harassment by anyone on the basis of the following Protected Characteristics:

- Federally: race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), military status, disability, and genetic information (including family medical history)

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

Harassment

Harassment is prohibited and can be unlawful when based on a protected characteristic. Harassment may take many forms, including: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, gossiping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices); *physical harassment* (e.g., physical

interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material in the workplace that denigrates or shows hostility toward an individual because of a protected characteristic).

Retaliation

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

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

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind, they must immediately report the conduct to their supervisor, the branch that assigned the work and/or Corporate Human Resources at HR@partnerspersonnel.com or 805-880-9404. 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 other superior they trust. Employees should bring the matter to the attention of Partners Personnel promptly so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or a sufficiently empowered Partners Personnel employee or officer as soon as possible so Partners Personnel can attempt to resolve the claims internally.

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

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

Additional Enforcement Information

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

- Information about the EEOC's complaint procedure can be found at www.eeoc.gov or by calling 1-800-669-4000 (English) or 1-800-669-6820 (TTY).

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

Sexual Harassment Policy

Partners Personnel is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of Partners Personnel policies, and unlawful. Partners Personnel will penalize people who engage in sexual harassment or allow such behavior to continue. Employees who commit sexual harassment will be subject to discipline from Partners Personnel, up to and including termination.

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@partnerspersonnel.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105.

Scope

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

Definition of Sexual Harassment

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

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

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

- The conduct creates a hostile work environment, including offhand comments that are minor by themselves but, as a whole, create a hostile work environment;

- The conduct interferes with a person's work performance or creates a hostile work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment.

Examples of Sexual Harassment

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

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

Targets of Sexual Harassment

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

Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the physical workplace. It can occur in a remote work environment, while employees are traveling for business, or at Partners Personnel-

sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non-work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

Reporting Sexual Harassment

Any Covered Individual who is subject to sexual harassment is encouraged to report that to their supervisor or Human Resources at HR@partnerspersonnel.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105. Employees who want their report to be confidential should inform their supervisor or Human Resources of that fact when making their report. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor or Human Resources.

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

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

Supervisory Responsibilities

All supervisors who have any knowledge about instances of sexual harassment must report that to Corporate Human Resources at HR@partnerspersonnel.com or 3820 State St. Santa Barbara, CA 93105.

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

Retaliation

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

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

- Opposing or making a complaint of sexual harassment, either internally or with any anti-discrimination agency;

- Testifying or assisting in a sexual harassment proceeding under anti-discrimination law;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

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

All Covered Individuals who believe they have been subject to retaliation should inform their supervisor or Human Resources at HR@partnerspersonnel.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105. They may also seek relief outside of Partners Personnel, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

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

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

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

- Inform the reporter of the right to file a complaint or seek external remedies.
- Immediately review the allegations and take any necessary short-term actions (e.g., instructing the accused to refrain from communications with the alleged victim), as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.
- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, Partners Personnel will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.

- Create written documentation of the investigation which contains the following:
    - The complaint;
    - A list of all documents reviewed, along with a detailed summary of relevant documents;
    - A list of names of those interviewed, along with a detailed summary of their statements;
    - A timeline of events;
    - A summary of prior relevant incidents, reported or unreported; and
    - The basis for the decision and final resolution of the complaint, together with any corrective action.
- Keep the written documentation in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

Legal Protections and External Remedies

Sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the internal process at Partners Personnel, Covered Individuals may also pursue legal remedies with the following governmental entities such as back pay, cease and desist orders against the perpetrator, and damages. 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.

Arbitration

Partners Personnel has a separate Arbitration Agreement that provides for arbitration of all claims between the company and its employees. The agreement, which includes a waiver of the right to trial by jury, is provided to employees and is subject to applicable law.

Immigration Law Compliance

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

Partners Personnel uses the federal government's E-Verify system when hiring new employees.

Employment of Relatives

Partners Personnel associates may be assigned to work at the same client location as relatives, provided that doing so does not create a conflict of interest, safety concern, or supervisory relationship.

For purposes of this policy, "relatives" include spouses, registered domestic partners, parents, children, siblings, in-laws, step-relatives, or any individual living in the same household.

Associate Assignments Involving Relatives

Associates may not be placed in assignments where they:

- Supervise, direct, or influence the work, schedule, pay, or discipline of a relative
- Are responsible for approving time, productivity, or performance decisions involving a relative

- Create an actual or perceived conflict of interest or safety concern

If Partners Personnel becomes aware of a conflict involving relatives at a client site, the Company may take appropriate action, which may include reassignment, adjustment of duties, or removal from the assignment, based on business needs and client requirements.

Changes in Relationship Status

Associates are expected to promptly notify Partners Personnel if a relationship arises or changes in a way that could create a conflict of interest at a client site.

Because associate work is assignment-based, Partners Personnel does not guarantee reassignment if a conflict cannot be resolved.

Policy Administration

This policy will be administered in a fair and nondiscriminatory manner and in compliance with applicable federal, state, and local laws. Nothing in this policy alters the at-will nature of employment or creates a guarantee of continued assignment.

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. All final candidates for the position or promotion will be subject to a background check, without discrimination.

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 Partners Personnel 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.

The Company will review the results of the check. The hiring manager will assess the potential risks and liabilities related to the jobs requirements and determine whether the applicant should be hired.

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. Background check information will be maintained in a file separate from employees' personnel files.

Our Expectations

This section explains the expectations we have for our employees.

Code of Conduct

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

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

1. Entering Company property, driving Company vehicles, or driving personal vehicles while on Company business while under the influence of, or having in their possession, any intoxicating beverage, illegal drug (as defined by state or federal law), or inhibiting drug. This includes consumption, sale, or transfer of such substances during work time either in Company vehicles or personal vehicles on Company business.

2. Stealing or attempting to steal Company property or the property of other employees or clients.

3. Bringing onto Company or any client's property firearms, ammunition, or concealed weapons of any kind.

4. Fighting, scuffling, or indulging in horseplay.

5. Removing Company or client property without written approval.

6. Destroying or damaging Company or client property or the property of other employees.

7. Falsifying time records.

8. Refusing lawful instruction from your supervisor, branch manager or any member of management at the Company or client site.

9. Failing to comply with all of the lawful policies, procedures, rules, and regulations of the Company clients at whose worksite you are temporarily assigned to work. If you have any concerns regarding the policies, procedures, rules, or regulations of a client, please promptly

contact your branch manager or Corporate Human Resources at HR@partnerspersonnel.com or 805-880-9404.

10. Falsifying employment application or other documents required by the Company.

11. Failing to observe dress or safety rules the company or at the client's worksite.

12. Excessive tardiness or absenteeism.

13. Leaving work without permission.

14. Threatening, intimidating, coercing, harassing, or interfering with fellow employees, clients, vendors or contractors/subcontractors or indulging in harmful gossip.

15. Engaging in harassment, discrimination, or retaliation of any kind.

16. Performing activities other than the Company work during working time.

17. Abusing Company telephone privileges. Engaging in non-business use of the Internet or personal cellular telephone use including, but not limited to, texting, instant messaging, blogging, and posting, during working time.

18. Violating any criminal law which has some bearing on work performed for the Company.

19. Failing to immediately report to your Branch Manager at the Company and client on-site supervisor any injury, no matter how slight.

20. Engaging in relationships with other employees which may be considered a conflict of interest or create a problem of supervision, safety, security or morale.

21. Engaging in behavior that is offensive to other employees, including distributing or displaying offensive materials.

22. Impeding an internal or external investigation or retaliating against any employee for participating in an internal or external investigation.

23. Recording conversations, phone calls, images, or meetings at Company or client sites with any recording device, or capturing videos or images using cellular telephones, cameras, and other similar devices without prior approval.

24. Offering, promising, giving, accepting, or seeking a bribe (meaning a financial or other inducement or reward for action, which is illegal, unethical, a breach of trust, or otherwise improper in any way) which involves any third party, government official, or other individual or entity. Impermissible bribes may take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract, or any other advantage or benefit, which is improperly given or offered in exchange for a business or other advantage.

25. Threatening to or retaliating against any individual or entity that has refused to offer, provide, or accept a bribe or who has raised concerns with regard to any possible bribe.

26. Failing to immediately report any possible bribe to your branch manager, Corporate Human Resources, or the Executive Vice President of Corporate and Employee Services.

Respect

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

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

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

Partners Personnel respects the rights of employees. The **Protected Activity** policy explains some of these rights and protections.

Safety

Safety is essential for employees to succeed at work. The physical safety and health of employees is a top priority for Partners Personnel. The **Health and Safety** policy instructs employees on how to maintain a clean workplace. Frequent cleaning and other precautionary practices can help stop the spread of disease and illness in the workplace. To promote a physically safe environment, there is zero tolerance for **Workplace Violence** of any kind. Any employee who becomes violent or threatens violence will be disciplined or terminated.

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

Professionalism

Professionalism is also a prerequisite for success at work. Employees are expected to act professionally while working and representing the 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 **Dress Code**, including proper grooming and personal hygiene. Employees are encouraged to form friendships and relationships with colleagues, but romantic relationships in the office are subject to the **Employee Dating** policy. Dating is allowed, but the policy establishes boundaries for relationships during work hours and at the workplace. Clear relationship boundaries can help all employees feel comfortable while at work.

Employees should act professionally when representing Partners Personnel, even while not at work. Employees' behavior outside of work hours should not damage the Company's reputation. Partners Personnel respects employees' use of social media and has guidelines about its use. Employees should refer to the **Social Media** policy for information about the use of disclaimers, confidentiality, and more.

Honesty

Employees are expected to act with honesty in all aspects of their job responsibilities. This includes, but is not limited to, the accurate reporting of work hours, job performance, work-related communications, and any information related to job duties. This applies to communications with supervisors, coworkers, or clients.

Knowingly providing false or misleading information related to job responsibilities undermines trust and compromises the integrity of the workplace. Misrepresentation of facts, falsification of records, knowingly providing inaccurate information, or any form of dishonesty related to an employee's job duties, whether verbal, written, or electronic, will not be tolerated, and may lead to disciplinary action, up to and including termination.

Employees are encouraged to bring any questions or concerns regarding their responsibilities or work expectations to their supervisor or Human Resources.

Lawful Conduct

Employees are expected to follow any applicable laws or regulations governing Partners Personnel. Violating the law can result in significant harm to the Company, including financial penalties or damage to business relationships and reputation. The legal requirements are the minimum standard, but Partners Personnel strives to act in an ethical manner that has positive effects on people and society. Employees should pursue the best interest of the 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 and Client Site Equipment, Property and Device Use

Partners Personnel employees are expected to respect and properly use all property belonging to Partners Personnel and our clients. Employees assigned to client worksites play a critical role in maintaining safe, professional, and respectful work environments.

Use of Client and Company Property - Employees may be provided access to client-owned tools, machinery, equipment, materials, facilities, and systems solely for the purpose of performing assigned job duties. Employees must:

- Use client and Company property only as authorized and only for work-related purposes
- Follow all client rules, safety procedures, and operating instructions
- Not misuse, damage, remove, alter, or interfere with any equipment or property
- Immediately report damaged, malfunctioning, or unsafe equipment to a supervisor or site contact

Unauthorized use, misuse, or damage of Company or client property may result in disciplinary action, up to and including termination. The use of electronic devices while driving is dangerous, and all employees must follow the Company's **Cell Phone** policy.

Discipline

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

Time Off

Employees should refer to the **Time Off** section of the Handbook for information about leave. Information about breaks can be found in the **Lactation Accommodation** policy.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 HR@partnerspersonnel.com or 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at HR@partnerspersonnel.com or 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at HR@partnerspersonnel.com or 805-880-9404 with any questions about this policy.

Workweek and Work Schedules

Partners Personnel assigns associates to client worksites where work schedules, hours, and shift requirements are determined by client operational needs. As a result, associates may work varying schedules, including different start and end times, shifts, days of the week, or hours from assignment to assignment.

Workweek Definition

For payroll purposes, the Company's workweek begins at **12:00 a.m. Monday** and ends at **11:59 p.m. Sunday**. All hours worked must be accurately reported in accordance with Company procedures.

Work Schedules

Associates' work schedules are set by Partners Personnel in coordination with client requirements. Schedules may be full-time or part-time, fixed or variable, and may change based on client needs, assignment availability, or business conditions. Partners Personnel does not guarantee a minimum number of hours, shifts, or days of work.

Associates will be informed of their expected schedule at the start of each assignment. Changes to schedules may occur with or without advance notice, subject to applicable law. Associates are expected to work only the hours authorized for their assignment and must obtain approval from the client and/or Partners Personnel before working additional hours or overtime.

Availability and Schedule Changes

Associates are responsible for promptly notifying their Partners Personnel branch of any changes to their availability. Failure to report availability or schedule conflicts may impact future assignments and, where applicable, eligibility for unemployment benefits.

Compliance With Law

Work schedules, rest periods, overtime, reporting time pay, predictive scheduling, and notice requirements will be administered in compliance with applicable federal, state, and local laws. Associates should refer to the **State and Local Addenda** for any location-specific scheduling rules that apply to their assignment.

Workplace Violence

Partners Personnel has no tolerance for acts and threats of violence among employees or on the Company's premises. All violent acts, even those made in jest, will be taken seriously and could lead to termination. Threats may be direct or indirect, and they may be made verbally or nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Employees are expected to report to a supervisor all

threatening or violent incidents involving employees or occurring in the workplace. Partners Personnel will review all reports of workplace violence and conduct investigations as appropriate. Partners Personnel will take appropriate remedial action to remedy any workplace violence.

Weapons in the Workplace Policy

Partners Personnel is committed to maintaining a safe work environment and preventing workplace violence. To protect employees, clients, contractors, and visitors, the possession or use of weapons in the workplace is strictly regulated.

Prohibited Conduct

• Except as expressly permitted by law or Company authorization, employees may not possess, carry, store, use, or threaten to use firearms or other weapons while:

• Inside Company buildings or workspaces

• In Company-owned or Company-leased vehicles

• While performing work on behalf of the Company

• At Company-sponsored events

Weapons include, but are not limited to, firearms, ammunition, explosives, knives (other than small personal-use knives), or any object designed or used to inflict bodily harm.

Company Property For purposes of this policy, “Company property” includes Company-owned or leased buildings, workspaces, and vehicles. Company property does not include an employee’s personal vehicle where state or local law protects lawful firearm storage.

Parking Lot and Personal Vehicle Exceptions - Nothing in this policy is intended to prohibit employees from lawfully possessing or storing firearms in their personal vehicles, including in Company parking areas, to the extent permitted or required by applicable state or local law. Where permitted, firearms must be stored in accordance with legal requirements (e.g., locked, out of sight).

Authorized Exceptions This policy does not apply to:

• Law enforcement officers acting within the scope of their official duties

• Licensed security personnel authorized by the Company

• Employees required by the Company to carry a weapon as part of their job responsibilities

• Any other exception must be approved in writing by Human Resources and Legal.

Reporting and Enforcement - Employees who become aware of a potential violation of this policy or who feel unsafe should report the concern immediately to Human Resources or management. Reports will be handled promptly and confidentially to the extent permitted by law.

Violations of this policy may result in disciplinary action, up to and including termination, consistent with applicable law.

Compliance With Law - This policy will be administered in compliance with all applicable federal, state, and local laws. Where state or local law provides greater employee rights or imposes additional restrictions, those laws will control. Employees should consult applicable state addenda for additional information.

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 Partners Personnel property, they should contact HR@partnerspersonnel.com for clarification before bringing it to work.

Reporting Duties

Employees must report any violation of this policy, including employee possession of any prohibited weapon on Partners Personnel property or while engaged in the course of business, immediately to their supervisor or Human Resources at HR@partnerspersonnel.com or 805-880-9404. The Company will take any necessary steps to ensure the safety of all Partners Personnel people.

Enforcement

All violations of this policy will be handled according to the Company's standard disciplinary procedures, up to and including termination of employment.

Drug and Alcohol Abuse

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

Violation of this policy may result in disciplinary action, including termination. Partners Personnel may also bring the matter to the attention of appropriate law enforcement authorities.

Cannabis Policy

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

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

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

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

Punctuality, Attendance, and Availability

Regular and reliable attendance is an essential function of every position at Partners Personnel. Consistent attendance ensures that work responsibilities are met and that coworkers and customers can depend on one another. Associates are expected to be present and ready to work at their scheduled start time and to remain for their full scheduled shift unless prior arrangements have been made and approved.

Partners Personnel recognizes that absences may occur for legitimate reasons, including those protected by federal, state, or local law. Attendance expectations will be administered in a manner consistent with applicable leave laws and accommodation requirements.

Reporting Absences or Tardiness

Associates who are unable to report for work or who expect to be late or absent must notify the Partners Personnel branch at least 1-hour prior to the start of their shift or as soon as possible, and no later than the start of their scheduled shift, unless circumstances make earlier notice impracticable. Notification should include the expected length of the absence and the reason, if known. When unforeseeable due to illness or emergency, notice must be provided as soon as reasonably possible.

Failure to follow the reporting procedure may result in the absence being recorded as unexcused, even if the reason might otherwise have qualified as excused, and may result in removal from the assignment.

Excused Absences

An excused absence is one that is:

- Approved in advance by the employee's supervisor; or

- Protected by law under federal, state, or local regulations (for example):

  • Family and Medical Leave Act (FMLA)

  • State or local paid sick leave laws

  • Pregnancy, disability, or workers' compensation leave

  • Jury duty, witness duty, or military service

  • Voting or civic duty protected by state law

The Company may require documentation (such as medical certification or jury summons) when permitted by law to verify the reason for an absence.

Unexcused Absences

An unexcused absence is any absence from a scheduled work period that is not authorized, approved, or protected by law or company policy.

Examples of unexcused absences include (but are not limited to):

- Failing to report to work without notifying the supervisor

- Calling off after the scheduled start time without a compelling or documented reason

- Failing to provide required documentation for an absence

- Leaving work early or arriving late without prior approval

- Misrepresenting the reason for an absence

Each unexcused absence will be reviewed and may result in corrective action, up to and including termination of employment, consistent with the Company disciplinary policy.

No-Call/No-Show

Failure to report for a scheduled shift and failure to notify the Company for two consecutive workdays (or as otherwise defined by company policy) may be considered a voluntary resignation due to job abandonment.

Protected Leave

Absences related to approved or legally protected leave—such as paid sick leave, family or medical leave, disability accommodation, pregnancy-related leave, or other protected time off—will not be treated as attendance violations.

Associates should contact their Partners Personnel branch if they believe an absence may be protected by law.

Consecutive Absences and Assignment Status

If an associate is unable to report to work for multiple scheduled days, the associate must communicate with the Partners Personnel branch regarding their status and expected return.

Failure to report to work or to contact Partners Personnel for two consecutive scheduled workdays may result in the assignment being closed and may affect eligibility for future assignments, subject to applicable law and review of any protected circumstances.

Availability for Assignments

Because associate employment is assignment-based, associates are responsible for keeping Partners Personnel informed of their availability for work.

Associates must respond in a timely manner to branch communications regarding availability and new assignments. Failure to check in, respond, or report availability may result in delays or loss of assignment opportunities and may impact unemployment eligibility where applicable.

Policy Administration

This policy does not guarantee continued employment or assignment and does not alter the at-will nature of the associate relationship. Policy enforcement will be applied fairly and in compliance with applicable federal, state, and local law.

Unemployment Insurance

Partners Personnel participates in all applicable state unemployment insurance programs. Eligibility for unemployment benefits is determined solely by the applicable state agency, not by Partners Personnel.

Eligibility for Benefits

Associates may be eligible for unemployment benefits when an assignment ends due to reasons beyond the associate's control, such as lack of work or completion of an assignment, provided all other state eligibility requirements are met.

Because Partners Personnel is a staffing company, the end of an assignment does not necessarily constitute termination of employment. Associates are generally expected to remain available for and actively seek new assignments.

Availability and Ongoing Employment

To remain eligible for unemployment benefits, associates are typically required by state law to:

- Maintain regular contact with Partners Personnel;
- Report their availability for work when an assignment ends; and
- Accept suitable work when offered.

Failure to report availability or failure to respond to assignment offers may affect eligibility for unemployment benefits.

Disqualification from Benefits

Associates may be denied unemployment benefits if disqualification applies under state law, including but not limited to:

- Misconduct connected with work, as defined by applicable law;

- Job abandonment, including no-call/no-show behavior;
- Refusal of suitable work without good cause;
- Voluntary resignation without good cause attributable to the employer.

Leave of Absence

Associates generally are not eligible to receive unemployment benefits while still employed or while on an approved leave of absence, as determined by state law.

Company Cooperation and Non-Retaliation

Partners Personnel will provide accurate and timely information to state unemployment agencies as required. The Company does not retaliate against associates for filing or participating in an unemployment insurance claim process.

Eligibility determinations, benefit amounts, and benefit duration are made exclusively by the applicable state agency.

Smoke-Free Workplace

Partners Personnel associates are expected to comply with all smoke-free, vaping, and tobacco-use rules while on assignment.

Smoking, vaping, or use of tobacco or nicotine products—including cigarettes, cigars, pipes, e-cigarettes, and vape devices—is prohibited indoors at all client worksites and in any Company-owned or client-owned vehicles.

Where smoking is permitted, associates may smoke only in designated outdoor areas and must follow all client rules, posted signage, and applicable state or local laws, including required distances from building entrances, exits, windows, and ventilation systems.

Smoking is prohibited in any area where flammable or hazardous materials are present.

Associates are responsible for properly disposing of smoking materials and maintaining a safe, respectful work environment.

Failure to comply with this policy or client site rules may result in removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Workplace Visitors

This policy outlines the rules for workplace visitors on Partners Personnel premises. The purpose of this policy is to protect the safety and security of Partners Personnel employees,

visitors, and property and ensure only authorized personnel have access to Partners Personnel workplaces. Visitors include customers, vendors, personal visitors, and contractors.

Until further notice, employees should not bring visitors to the workplace.

Employees who violate this policy may face disciplinary action. If you are visiting another Company's worksite on behalf of Partners Personnel, you must familiarize yourself with their visitor policies and follow them while at their worksite.

Cell Phone and Personal Device Use

Associates assigned to client worksites are expected to comply with all client rules regarding cell phone and personal electronic device use.

Unless otherwise required by law or expressly permitted by the client or Partners Personnel, associates may not use personal cell phones or personal electronic devices during working time or in work areas.

Permitted Use

Associates may use personal cell phones only:

- During unpaid meal periods or authorized breaks
- In designated break areas, where permitted by the client
- For legally protected purposes, including emergency communications or use required under applicable law

Prohibited Use

Associates may not:

- Use cell phones while actively working or on the production floor
- Text, call, or use apps during work time
- Use camera, video, or audio recording functions at client sites
- Store, transmit, or share client information using personal devices
- Use cell phones in safety-sensitive areas or where prohibited by the client

Driving

Associates must comply with all applicable laws regarding cell phone use while driving. Associates may not use a handheld device while driving on behalf of the Company or while operating a client or Company vehicle. Hands-free use is permitted only where allowed by law.

Privacy and Monitoring

Partners Personnel does not monitor associates' personal devices. However, associates observed using personal devices in violation of this policy or client rules may be removed from the assignment.

Enforcement

Failure to comply with this policy or client site rules may result in removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Protected Rights

Nothing in this policy is intended to interfere with associates' rights to engage in activity protected by law, including discussing wages, hours, or working conditions.

Health and Safety

Partners Personnel takes seriously the health, safety, and welfare of its employees and any contractors or visitors who enter the workplace. Employees must comply with the Company's rules and guidelines, including any federal, state, and local laws regarding workplace safety. Failure to follow the Company's health and safety protocols may result in discipline, including termination.

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

- Be responsible for working safely and carrying out their duties with the skill and care necessary to not injure themselves or anyone else;
- Monitor their health on a daily basis and stay home if they are feeling sick, except to get medical care;
- Avoid close contact with people who are sick;
- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow;
- Wash their hands often with soap and water for at least 20 seconds to reduce the spread of germs;
- Clean and disinfect frequently touched surfaces often;

- Keep their work area clean, organized, and free from clutter or tripping hazards;
- Use any tools and equipment designated for their work and ensure the tools are kept in good condition;
- Report any unsafe conditions, potential hazards, or other safety concerns (whether they exist on the Company's premises or employees' home offices) to their supervisor; and
- Report any workplace injury, accident, illness, or near miss immediately or as soon as possible.

Employees must report any unsafe conditions, injury, or illness immediately or as soon as possible, but no later than one hour after becoming aware of the issue. The report must be made to the employee's supervisor. If the supervisor is unavailable, report to Human Resources at HR@partnerspersonnel.com or 805-880-9404. Partners Personnel prohibits any form of discipline, discrimination, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Partners Personnel or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's participation in any off-duty activity that is not part of the employee's work-related duties.

Solicitation and Distribution of Literature

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

Dress Code

Associates assigned to client worksites are expected to maintain appropriate standards of grooming, personal hygiene, and dress that are **consistent with the requirements of the specific assignment and client location**.

Dress requirements for associates are generally casual or work-appropriate, but may vary by assignment based on safety, job duties, or client expectations. Associates must comply with all dress, grooming, and safety requirements communicated by Partners Personnel or the client.

General Expectations

Associates should:

- Wear clean, neat, and work-appropriate clothing
- Avoid clothing or grooming that may create safety hazards or distractions
- Follow all client-specific dress and personal protective equipment (PPE) requirements
- Dress appropriately for the work environment, job duties, and level of client interaction

Safety and Footwear

Certain assignments may require specific footwear or attire, including closed-toe or slip-resistant shoes or other safety-related items.

Where required by the assignment, Partners Personnel will reimburse associates for reasonable and necessary safety-related footwear, subject to advance approval by the branch team. Associates should contact their branch before making any purchase with the expectation of reimbursement.

Client-Specific Requirements

Dress code requirements are determined by the client and assignment. Partners Personnel or the client will communicate applicable requirements before or at the start of the assignment.

Associates who report to work not meeting assignment or client dress requirements may be sent home or removed from the assignment until they are appropriately dressed.

Associates who are assigned to work in an office must wear professional office attire.

Accommodations

Partners Personnel will provide reasonable accommodations related to dress or grooming for sincerely held religious beliefs, disabilities, pregnancy-related conditions, medical needs, or other protected reasons, in accordance with applicable law. Associates who require an accommodation should contact their branch or Corporate Human Resources at **HR@partnerspersonnel.com**.

Policy Administration

Failure to comply with assignment-specific dress or safety requirements may result in removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Pets and Animals at Client Worksites

Associates are assigned to work at locations where pets and animals are not permitted.

Associates may not bring pets or animals of any kind to any client worksite, Company location, or assignment, including during work time, breaks, or while waiting to begin or end a shift.

Service Animals

Partners Personnel recognizes that service animals may be required as a reasonable accommodation under applicable law. However, because associates work at client-controlled worksites, any request to bring a service animal to an assignment:

- Must be disclosed in advance, and
- Requires approval from both Partners Personnel and the client

Approval is subject to the client's workplace rules, safety requirements, and operational limitations. Partners Personnel cannot guarantee that a client will approve the presence of a service animal at a particular assignment.

Associates seeking a service animal accommodation must contact their branch or Corporate Human Resources at **HR@partnerspersonnel.com** before reporting to the assignment.

Enforcement

Bringing a pet or animal to a client worksite without approval may result in immediate removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Policy Administration

This policy is applied in a nondiscriminatory manner and does not limit associates' rights under applicable federal, state, or local law.

Technology Systems

Associates generally do not have access to Partners Personnel technology systems. If access is provided for a specific assignment, it must be used for business purposes only and in accordance with Company policy. The Company may monitor its systems as permitted by law, and no expectation of privacy exists when using Company-provided technology.

Social Media and Online Conduct

Partners Personnel respects associates' rights to engage in lawful social media activity on their own time.

Because associates are assigned to client worksites, associates must not use social media in a way that disrupts the workplace, violates client rules, or improperly discloses non-public information.

While on assignment or referencing an assignment, associates must not:

- Post photographs, videos, or recordings taken at a client site
- Share non-public information about the client, the assignment, or individuals at the worksite
- Use social media during work time except where permitted by the client or required by law
- Represent or imply that Partners Personnel or a client endorses any personal views or content

Nothing in this policy restricts associates from discussing wages, hours, working conditions, or engaging in other activity protected by law.

Failure to comply with this policy or client site rules may result in removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Workplace Relationships

Partners Personnel respects associates' personal relationships. This policy is intended to ensure professional conduct and a safe, respectful work environment during assignments.

Professional Conduct

Associates who are dating or involved in a personal relationship with another associate or worker at a client site must maintain a professional and respectful demeanor while on assignment.

While working or at a client site, associates must not:

- Engage in behavior that disrupts work or the client's operations
- Display physical affection or engage in personal conversations that are inappropriate for the workplace
- Allow personal relationships to interfere with job performance, safety, or productivity

If a personal relationship ends, associates are expected to continue to act professionally and avoid conduct that could disrupt the workplace.

Conflicts of Interest

Associates may not be placed in assignments where a personal relationship creates an actual or perceived conflict of interest, including situations involving influence over work assignments, schedules, evaluations, or pay.

Associates must promptly notify their Partners Personnel branch if a personal relationship arises that could create a conflict at a client site.

Harassment and Reporting

Unwelcome conduct of any kind, including sexual harassment, is strictly prohibited. Associates who experience or observe inappropriate conduct should report concerns to their branch or Human Resources.

Nothing in this policy discourages or limits reporting of harassment or other unlawful conduct.

Assignment Impact

If a personal relationship creates a conflict, safety concern, or disruption at a client site, Partners Personnel may take appropriate action, which may include **adjusting assignments or ending one or both assignments**, based on business needs and client requirements.

Protected Rights

Nothing in this policy limits associates' rights under applicable law, including the right to engage in protected activity under the National Labor Relations Act.

Confidentiality and Client Information

Associates assigned to client worksites may observe or become aware of information related to Partners Personnel or its clients during the course of their assignment. Associates are expected to respect client property, privacy, and workplace rules.

Confidential Information for Associates

For associates, "confidential information" generally includes:

- Client processes, workflows, or operations not open to the public
- Information about client employees, customers, or vendors
- Non-public workplace information learned while on assignment
- Any information the client or Partners Personnel instructs associates not to share

Associate Responsibilities

Associates must not:

- Photograph, video record, or audio record at a client site unless expressly authorized
- Share client or workplace information with others, including on social media
- Remove documents, materials, or property from a client site without permission
- Access areas, systems, or information they are not authorized to use

Associates must follow all client confidentiality, safety, and security rules while on assignment.

Personal Devices

Associates may use personal cell phones only as permitted by the client and Partners Personnel policies. Personal devices may not be used to store, transmit, or share client information. Due to privacy, confidentiality, and safety considerations, the use of smart glasses is restricted.

Protected Rights

Nothing in this policy restricts associates from engaging in activity protected by law, including discussing wages, hours, or working conditions, reporting safety concerns, or participating in government investigations.

Violations

Failure to comply with this policy or client confidentiality requirements may result in removal from the assignment and may impact eligibility for future assignments, consistent with applicable law.

Political Activity and Workplace Conduct

Partners Personnel respects associates' rights to engage in political activity on their own time and using their own resources.

Because associates are assigned to client worksites, associates must maintain a professional, neutral workplace environment and comply with client rules while on assignment.

While working or present at a client site, associates must not:

- Engage in political advocacy that disrupts the workplace
- Distribute political materials
- Use client or Company property, equipment, or time for political activity

- Display political messages or materials where prohibited by the client

Associates must not represent or imply that Partners Personnel or a client endorses any political candidate, position, or cause.

Nothing in this policy restricts associates from engaging in lawful political activity outside of work or from exercising rights protected by law.

Failure to follow this policy or client site rules may result in removal from the assignment and may affect eligibility for future assignments, consistent with applicable law.

Protected Activity

Nothing in this Handbook or in any Company policy is intended to interfere with, restrain, or discourage employees from engaging in legally protected activity.

Partners Personnel will not retaliate against employees who, in good faith and as permitted by law:

- Raise concerns about suspected unlawful conduct or policy violations;
- Discuss wages, hours, or other terms and conditions of employment;
- File a complaint or charge, or participate in an investigation or proceeding before a governmental agency; or
- Refuse to engage in conduct the employee reasonably believes to be unlawful.

Nothing in this Handbook limits employees' rights under applicable whistleblower laws, the National Labor Relations Act, or other federal, state, or local laws.

To the extent required by law, disclosures of trade secrets made for the purpose of reporting or investigating a suspected violation of law are protected, consistent with the Defend Trade Secrets Act.

Whistleblower and Non-Retaliation Policy

Partners Personnel is committed to conducting business ethically, lawfully, and with integrity. Employees are encouraged to raise good-faith concerns regarding suspected unlawful, unethical, or improper conduct without fear of retaliation.

Reporting Concerns

Employees may report concerns about suspected misconduct, including violations of law, regulations, or Company policy, through any of the following channels:

- Their supervisor
- Corporate Human Resources at **HR@partnerspersonnel.com** or **805-880-9404**
- The Confidential Employee Hotline at **1-888-905-0025**

Reports may be made anonymously where permitted by law.

This policy does not prohibit or discourage employees from reporting concerns directly to governmental agencies or external authorities.

Investigation

Partners Personnel will promptly review and, where appropriate, investigate all good-faith reports. Employees are expected to cooperate honestly in investigations. Information will be handled as confidentially as possible, consistent with the need to conduct a thorough and fair investigation and comply with legal requirements.

Non-Retaliation

Partners Personnel strictly prohibits retaliation against any employee who, in good faith:

- Reports suspected misconduct or violations of law
- Participates in an investigation, audit, or legal proceeding
- Refuses to engage in conduct that the employee reasonably believes to be unlawful

Any employee who believes they have been subjected to retaliation should immediately contact Corporate Human Resources.

Employees who engage in retaliation will be subject to disciplinary action, up to and including termination of employment.

False or Bad-Faith Reports

This policy protects employees who raise concerns in good faith. Knowingly false reports or reports made with reckless disregard for the truth may result in disciplinary action, consistent with applicable law.

State Law Protections

Nothing in this policy limits or interferes with any rights or protections provided under federal, state, or local whistleblower laws. Additional state-specific provisions may apply and are addressed in applicable state addenda.

Our Relationship

This section describes our relationship with our employees.

At-Will Employment

Employment at Partners Personnel is at-will, except as established for **Montana** employees. This means that both Partners Personnel and employees may terminate their employment relationship for any reason and without notice. Partners Personnel requests at least two weeks' notice from employees before their resignation.

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

Employee Classification Policy

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

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

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

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

Americans with Disabilities Act and Accommodations Policy

This policy applies when Partners Personnel has 15 or more employees in the United States.

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

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

Definitions

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

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

Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that provides a qualified person with a disability an opportunity to perform at the same level of performance or to enjoy equal benefits and privileges that are available to an average similarly situated employee without a disability. A 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 a 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.

Partners Personnel is not required to provide a 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 Partners Personnel will consider several relevant factors when evaluating an accommodation request.

Requesting a Reasonable Accommodation

Partners Personnel cannot provide reasonable accommodations unless it knows about an employee's disability. Reasonable accommodations can be requested at any time during the application process or employment. Individuals should contact Human Resources at 805-880-

9404 to request a reasonable accommodation. Employees can also contact Human Resources to request an adjustment at work for a reason related to a medical condition. The request does not need to mention the ADA or use the phrase "reasonable accommodation." Although not required, submitting the attached Disability Accommodation Request Form will help facilitate the review of your accommodation request.

Once the accommodation is requested, Partners Personnel will act promptly to engage in an informal process to clarify the employee's needs and identify the appropriate reasonable accommodation. If the disability or need for accommodation is not obvious, Partners Personnel may require that the employee provide medical documentation to establish that the employee has a disability, to show that the employee needs the requested accommodation, or to help determine effective accommodation options. In the case of a pregnancy related accommodation, Partners Personnel will only request reasonable documentation and will not request documentation related to lactation accommodations requests. Partners Personnel may offer alternate suggestions for reasonable accommodations or choose among possible accommodations.

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

Confidentiality

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

Retaliation

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

Questions

Contact Human Resources at HR@partnerspersonnel.com or 805-880-9404 for any questions about this policy.

Religious Accommodations Policy

Partners Personnel values the religious beliefs and practices of all employees and is committed to providing reasonable accommodations for sincerely held religious beliefs or practices, unless doing so would impose an undue hardship on business operations.

Employees who experience a conflict between their sincerely held religious beliefs or practices and their job responsibilities, work schedule, Company policies, or other aspects of their

employment may request a religious accommodation. Requests should be submitted in writing to the employee's direct supervisor and should describe the nature of the conflict and the accommodation being requested. While not required, use of the Company's Religious Accommodation Request Form may help facilitate review of the request. This form can be found in this handbook or requested from the supervisor/branch team.

Upon receiving a request, the supervisor, in coordination with Human Resources, will review the request and engage in an interactive process with the employee to determine whether a reasonable accommodation can be provided without undue hardship. Possible accommodations may include, but are not limited to, adjustments to work schedules, job duties, dress or grooming standards (where safety is not compromised), or the use of paid or unpaid leave.

The employee and the supervisor will meet to discuss the request and any proposed accommodation. Approved accommodations may be implemented on a temporary or ongoing basis and may be modified if business needs, safety considerations, or other relevant circumstances change.

If an employee does not agree with the proposed accommodation or decision, they may pursue the matter through the Company's established grievance process. Employees with questions about this policy or the accommodation process should contact Human Resources at HR@partnerspersonnel.com or 805-880-9404

Lactation Accommodation Policy

Partners Personnel is committed to supporting employees who are nursing or expressing breast milk and complies with all applicable federal, state, and local laws regarding lactation accommodations.

In accordance with federal law, the Company provides reasonable break time for employees to express breast milk for up to one year following the birth of a child. Breaks may be taken as needed and will be provided each time an employee has a need to express milk.

The Company will also provide a private space, other than a bathroom, that is shielded from view, free from intrusion, and suitable for expressing breast milk. The location of the space may vary based on the worksite or assignment.

Break time for lactation will be compensated in accordance with applicable wage and hour laws. Employees will not be required to use paid leave unless permitted or required by law.

Partners Personnel will not discriminate or retaliate against any employee for requesting or using lactation accommodations.

State and Local Law

Some states and local jurisdictions provide additional or more generous lactation accommodation rights, including extended duration, paid break requirements, or specific space standards. Where applicable, Partners Personnel will comply with the most protective law.

Employees should refer to the **State and Local Addendum** for additional rights that may apply based on their work location.

Pregnancy-Related Accommodations

Lactation and breastfeeding-related needs may also qualify as pregnancy-related medical conditions under the Pregnant Workers Fairness Act (PWFA). Partners Personnel will engage in an interactive process and provide reasonable accommodations as required by law, unless doing so would impose an undue hardship. Employees seeking additional pregnancy-related accommodations should contact Human Resources.

Employees with questions or accommodation requests should contact Human Resources at HR@partnerspersonnel.com or 805-880-9404.

Employee References

All requests for references must be directed to Human Resources at 805-880-9404. Partners Personnel will only disclose the dates of employment and the title of the last position held, unless otherwise required by law or specifically agreed with the employee.

Employee Benefits

Partners Personnel provides eligible employees with the ability to participate in the following employee benefits: 401k, Health, Dental, Vison, life Insurance, etc. Please check the Summary Plan Description(s), which can be obtained from Benefits in a Card at 805.323.3700 or the Benefits Department at benefits@partnerspersonnel.com for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. Partners Personnel may cancel or change the benefits at any time.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (“COBRA”) requires employers to offer continued group health insurance coverage to qualified beneficiaries who lose coverage due to a qualifying event. COBRA continuation coverage is the same coverage available to similarly situated participants or beneficiaries under the Company’s group health insurance plan.

Associates who experience a qualifying event and are enrolled in a COBRA-eligible plan will receive required COBRA election notices from the plan administrator in accordance with applicable law. If continuation coverage is not timely elected or required premiums are not paid, coverage will end as provided by law and the terms of the plan.

COBRA establishes rules governing eligibility, notice requirements, election rights, premium payments, coverage duration, and termination of continuation coverage. Formal COBRA notices and plan documents, not this handbook, control all rights and obligations related to continuation coverage.

401(k)

Partners Personnel Company is committed to supporting the long-term financial well-being of its employees. Eligible employees may participate in the Staffing Partners Group 401(k) Retirement Savings Plan ("the Plan"), which allows you to save for retirement through pre-tax and/or Roth (after-tax) contributions. Partners Personnel has elected to operate the Plan as a safe harbor 401(k) plan. This means that the Plan will be exempt from certain compliance testing requirements because of the safe harbor contributions that will be made to the Plan, as described below. Safe harbor contributions will be fully vested and cannot be forfeited, even if you terminate employment.

Safe Harbor

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

The Company will make safe harbor contributions to all employees eligible for them based on a basic Matching Contribution formula.

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

Examples of the Matching Contribution formula are as follows:

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

The amount of your safe harbor matching contribution will be determined based upon your Compensation and contributions into the Plan during each payroll period. If you have questions about our 401(k) program, please contact Benefits at: benefits@partnerspersonnel.com or call 510-306-8588.

Timekeeping Requirements

Associate employees are generally classified as non-exempt and must accurately report **all time worked** in accordance with Partners Personnel requirements and applicable federal, state, and local wage and hour laws.

Time Reporting Methods

Associates may be required to record time worked using one or more of the following methods, depending on the client assignment:

- An electronic timekeeping system located at the client worksite;
- A paper timesheet; or
- Another time reporting method approved by Partners Personnel and the client.

Associates will be informed of the applicable time reporting method at the start of each assignment and are responsible for following the required process for that assignment.

Accuracy and Approval

Associates must record their time **truthfully, completely, and on a daily basis**, including all hours worked, meal periods, rest periods (where applicable), and any authorized overtime. All reported time is subject to review and approval by the client and processing by Partners Personnel.

Associates are responsible for reviewing their time records for accuracy and reporting any errors or omissions as soon as possible. Any corrections must be approved by the client and/or Partners Personnel before payroll is processed.

Prohibited Conduct

The following actions are strictly prohibited and may result in disciplinary action, up to and including termination:

- Falsifying time records;
- Recording time not actually worked;
- Failing to record time worked;
- Clocking in or out for another associate;
- Allowing another individual to record time on the associate's behalf.

Off-the-Clock Work

All time worked must be recorded. Associates may not perform work "off the clock." If an associate performs any work outside their scheduled hours, misses a punch, or is unable to record time due to a system or process issue, they must promptly notify the client supervisor and the Partners Personnel branch so the time can be accurately recorded and paid.

Associates will be paid for all hours worked in accordance with applicable law, regardless of whether the work was authorized. However, performing unauthorized work or failing to follow timekeeping procedures may result in corrective action.

Compliance With Law

Partners Personnel maintains time records as required by law and administers timekeeping practices in compliance with all applicable federal, state, and local requirements. Associates should refer to the State and Local Addenda for any location-specific timekeeping or meal and rest period rules that apply to their assignment.

Overtime

As necessary, employees may be required to work overtime, though only non-exempt employees qualify for overtime pay. Before working overtime, non-exempt employees must

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

Non-exempt employees earn overtime of 1.5x their regular wage for each hour over 40 that they work in one week.

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. Partners Personnel will comply with the salary requirement of the Fair Labor Standards Act and applicable state law.

Payroll Deductions

The law requires Partners Personnel to withhold pay when legally required, such as for federal income tax, state income tax, the Federal Insurance Contributions Act (FICA), Social Security, Medicare, and state disability insurance. Employees should contact their branch to change their exemptions or marital status for income tax withholding purposes.

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

Payment of Wages

Employees will be paid every Friday for work performed during the previous week, or on a less frequent period if contemplated in the employee's offer letter or employment agreement and as permitted by applicable law. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Partners Personnel does not permit advances against paychecks or against vacation.

Direct Deposit

Where permitted by applicable law, Partners Personnel requires employees to receive wages through direct deposit.

Employees working in the following jurisdictions are not required to participate in direct deposit but are strongly encouraged to do so: Alaska, Arizona, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Maryland,

Michigan, Montana, Nevada, New Hampshire, New Jersey, New Mexico, New York, Pennsylvania, Rhode Island, Vermont, and Wyoming.

Employees in these locations who choose not to enroll in direct deposit will receive wages by an alternative method permitted under applicable law.

Enrollment and Changes - Employees may enroll in direct deposit at the time of hire or at any time thereafter. Direct deposit authorization forms are available through the employee's branch or designated payroll contact. Employees are responsible for providing accurate banking information and for notifying the Company promptly of any changes. Changes to direct deposit may take one or more pay periods to process.

Compliance With Law - Partners Personnel administers wage payment practices in compliance with all applicable federal, state, and local laws. Where state or local law provides employees with the right to choose an alternative method of wage payment, the Company will comply with those requirements.

Business Expense Reimbursement

Partners Personnel associates rarely incur business expenses as part of their assignments. However, this policy explains how business-related expenses will be handled when reimbursement is required by law or expressly authorized by Partners Personnel.

General Policy

Associates should not incur business expenses on behalf of Partners Personnel or its clients unless **expressly approved in advance and in writing** by the Partners Personnel branch that assigned the associate to work.

Partners Personnel will reimburse associates for **required business expenses** in accordance with applicable federal, state, and local law. In addition, Partners Personnel will reimburse non-exempt associates for any expense that is primarily for the benefit of the Company and that would otherwise reduce the associate's pay below the applicable minimum wage.

Eligible Expenses

Reimbursable expenses are limited to those that are:

- **Required by law**, or
- **Preapproved in writing** by the Partners Personnel branch; and
- Directly related to the associate's assigned work; and
- Necessary for the performance of the assignment; and

- Reasonable and not excessive; and
- Properly documented and submitted in a timely manner.

Whether an expense is considered “necessary” or reimbursable will be determined by Partners Personnel in good faith and may vary based on state or local legal requirements.

Associates should contact their Partners Personnel branch **before making any purchase** if they have questions about whether an expense may be reimbursable.

Approval Requirement

Advance written approval is required for all reimbursable expenses unless reimbursement is mandated by applicable law. Expenses that are not approved in advance may be denied, except where reimbursement is legally required.

Reimbursement Process

Approved reimbursement requests must be submitted to the Partners Personnel branch that assigned the associate to work, along with supporting documentation (such as receipts), within **30 days** of the expense being incurred.

Reimbursements will be processed using the same method by which the associate is normally paid, unless otherwise required by law.

If a receipt is unavailable due to exceptional circumstances, the associate must provide sufficient alternative documentation to support the expense.

Compliance With Law

Partners Personnel administers this policy in compliance with all applicable wage and hour laws, including state and local expense reimbursement requirements. Where reimbursement is required by law, Partners Personnel will comply regardless of whether prior approval was obtained.

Reimbursements under this policy are intended to be non-taxable and administered in accordance with applicable Internal Revenue Service regulations.

Policy Violations

Submitting false, misleading, or inflated expense reimbursement requests may result in corrective action, up to and including termination of employment.

Internal Pay Transparency Policy

Partners Personnel complies with state requirements to disclose rates of compensation, including wage ranges, pay scales, and salary ranges. Employees may be entitled to this information for their current position or a new position or promotion they are applying for. When not legally required, requests for wage ranges will be determined on a case-by-case basis. Employees will not be prohibited from discussing or disclosing their wages. Employees should contact Human Resources at HR@partnerspersonnel.com or 805-880-9404 with any questions or to submit a request under this policy. Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights.

Remote Work Policy

Partners Personnel associates are typically assigned to work at client locations. Remote work arrangements for associates are rare and assignment-specific.

Work Expectations and Timekeeping

Associates approved for remote work must:

- Perform assigned duties during scheduled work hours
- Accurately record all hours worked in accordance with Company timekeeping procedures
- Not perform work outside of scheduled hours without prior approval
- Comply with all applicable wage and hour laws Failure to properly record time worked may result in corrective action.

Equipment and Workspace

Unless otherwise approved, associates working remotely are expected to use client-provided equipment or their personal equipment. Partners Personnel does not guarantee reimbursement for internet service, utilities, or home office expenses unless required by law or expressly authorized in advance.

Associates are responsible for maintaining a safe, secure, and distraction-free work environment and must comply with all client security and technology requirements.

Confidentiality and Data Security

Associates must protect all confidential and proprietary information belonging to Partners Personnel and its clients while working remotely. This includes: Using secure networks and devices, Not sharing login credentials, Preventing unauthorized access to work materials and Complying with all client confidentiality requirements.

Performance, Conduct, and Availability

Associates working remotely are expected to remain reachable during scheduled work hours and to meet all performance, attendance, and conduct expectations applicable to the assignment.

Accommodations

Associates who request remote work as a reasonable accommodation should contact Partners Personnel Human Resources. All accommodation requests will be reviewed in accordance with applicable law.

Policy Administration

This policy will be administered in compliance with all applicable federal, state, and local laws. Where required by law, additional obligations related to expense reimbursement, timekeeping, or working conditions will apply.

Assignment Completion, Availability, and Separation

Partners Personnel associates are employed on a temporary, assignment-based basis. Associates are placed with client companies for specific assignments that may vary in duration based on client needs, performance, and business conditions. The conclusion of an assignment does not necessarily mean termination of employment with Partners Personnel.

End of Assignment

An associate's assignment may end for a variety of reasons, including but not limited to:

- Completion of the assignment or project
- Changes in client business needs
- Client request to end the assignment
- Lack of available work at the client site
- Performance, attendance, or conduct issues

When an assignment ends, the associate may be eligible for reassignment to another client, subject to availability of work, client requirements, and the associate's qualifications.

Availability and Check-In Requirement

Associates are responsible for maintaining regular contact with Partners Personnel and promptly reporting their availability for work following the end of an assignment.

Associates must:

- Notify their branch or recruiter of their availability for new assignments on a weekly basis
- Respond to outreach attempts from Partners Personnel regarding reassignment opportunities
- Update any changes in availability, work restrictions, or contact information

Failure to check in, respond, or report availability on a weekly basis may result in the associate being considered unavailable for work, which may impact reassignment opportunities and may affect eligibility for unemployment benefits, as determined by applicable state agencies.

Voluntary Separation by the Associate

An associate may voluntarily end their employment relationship with Partners Personnel by:

- Declining further assignments and notifying Partners Personnel that they are no longer seeking work; or
- Failing to communicate availability weekly or respond to reasonable contact attempts regarding reassignment opportunities.

Associates are encouraged to clearly communicate their intentions weekly to avoid misunderstandings regarding employment status or benefit eligibility.

Removal for Cause

While associates are generally eligible for reassignment following an assignment, Partners Personnel may end the employment relationship for cause in limited circumstances, including but not limited to:

- Serious misconduct or safety violations
- Violation of Company or client policies
- Dishonesty, fraud, or falsification of records
- Failure to comply with legal or regulatory requirements
- Repeated refusal of suitable assignments without justification

Removal for cause may result in ineligibility for future assignments.

At-Will Employment

Employment with Partners Personnel is **at-will** except as established for **Montana** employees. This means that either the associate or Partners Personnel may end the employment

relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this policy alters the at-will nature of employment.

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

Final Pay and Benefits

When an associate's employment relationship ends, final wages will be paid in accordance with applicable state law. Information regarding continuation or termination of any applicable benefits will be provided as required by law.

In the event of an associate's death, final wages will be paid to the associate's estate or as otherwise required by law, and any applicable benefit plan processes will be followed.

Time Off and Statutory Leave

Partners Personnel Associates are employed on an assignment-based basis and are eligible only for time off required by applicable federal, state, or local law. Associates should refer to the State and Local Addendum at the end of this handbook for details regarding time off and leave requirements that apply based on their work location.

Workers' Compensation

Partners Personnel, in accordance with state law, provides insurance coverage for employees in case of work related injury. To ensure that employees receive the workers' compensation benefits they are entitled to, employees must: (i) immediately report any work-related injury to their supervisor, including any injury that occurs while they are working from home; (ii) seek medical treatment and follow-up care if required; and (iii) complete any required employee claim forms and return them to Corporate Human Resources at HR@partnerspersonnel.com. Employees must also provide Partners Personnel with a certification from their health care provider regarding their need for leave and their ability to return to work from such leave.

Upon submission of a medical certification that the employee is able to return to work, the employee will be offered the same position held at the time that their leave started, unless the job has been filled in order to avoid undermining the Company's ability to operate effectively or the employee is not capable of performing the job responsibilities upon their return. If an employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, filling the available position would substantially undermine the Company's ability to operate effectively, or the employee is not capable of performing the job responsibilities. Upon return from workers' compensation disability leave, if an employee is unable to perform the essential functions of the job because of a physical or mental condition, Partners Personnel may provide a reasonable accommodation, as required by applicable law.

Family and Medical Leave

Federal Family and Medical Leave Act (FMLA)

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

Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for Partners Personnel for at least 12 months (which do 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. For remote employees, the worksite is the office to which the employee reports. Please contact Human Resources at HR@partnerspersonnel.com or 805-880-9404 with questions regarding eligibility.

Eligible Reasons and Amount of Leave

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

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

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. Up to 12 of those weeks may be for an Eligible Reason other than to care for a covered servicemember. Such leave will run concurrently with any military leave the employee is eligible to take so long as the employee qualifies for leave under both the FMLA and military leave law. For leave to care for a covered servicemember, the 12-month period for that leave will start on the first day the employee takes the leave.

Please contact Human Resources at 805-880-9404 with any questions about limits on FMLA leave applicable to married employees.

Intermittent Leave

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

The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves, but in no event will Partners Personnel require employees to take this leave in increments of more than one hour. Any leave taken for the birth, adoption, or foster placement of a child must be approved by Partners Personnel and must conclude within 12 months after the birth, adoption, or placement of the child.

Calculating Leave

The Department of Labor provides the following information about calculating FMLA leave. Only the amount of leave actually taken may be counted against an employee's FMLA leave entitlement. Where an employee takes FMLA leave for less than a full workweek, the amount of FMLA leave used is determined as a proportion of the employee's actual workweek. The amount of FMLA leave taken is divided by the number of hours the employee would have worked if the employee had not taken leave of any kind (including FMLA leave) to determine the proportion of the FMLA workweek used. For example, an employee who normally works 30 hours a week but works only 20 hours in a week because of FMLA leave would use one-third of a week of FMLA leave. The Company 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 the Company 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 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 Company is unable to determine how many hours the employee would have worked during the week the employee takes FMLA leave, the Company may use a weekly average to calculate the employee's FMLA leave entitlement. The weekly average is determined by the hours scheduled over the 12 months prior to the beginning of the leave and includes any hours for which the employee took any type of leave.

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

Notice of Leave

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

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the 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

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

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

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

of a third health care provider designated or approved by Partners Personnel and employees. The opinion of the third health care provider will be final and binding.

Partners Personnel may also request medical certification for other leave-qualifying reasons to the extent not prohibited by applicable law. Partners Personnel requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, they will be considered to have voluntarily resigned. Partners Personnel may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, Partners Personnel may request a new certification from the employee's health care provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, Partners Personnel may ask for a new certification from the employee's health care provider every six months.

Leave Is Unpaid

Leave under this policy is unpaid. Employees may substitute any unused paid leave for unpaid FMLA leave. However, during any part of FMLA leave when an employee is receiving disability, workers' compensation, or paid family leave benefits, available paid time off can only be used to supplement those benefits if the employee and Partners Personnel mutually agree, and so long as state law permits that. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period.

Benefits During Leave

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

Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions subject to any exceptions 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. Employees on FMLA leave will not continue to accrue employment benefits, such as vacation during FMLA leave.

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

Other Employment

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

Non-Discrimination

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

Check the State Addenda for any available family and medical leave.

Military Service Leave

General Applicability

Partners Personnel provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA) (to the extent Partners Personnel is required to provide leave under the FMLA), and any applicable state laws.

Employee Eligibility

Under USERRA, full-time, part-time, and probationary employees absent from work because of service in the uniformed services are covered by USERRA's military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non-recurrent period, or when there was no reasonable expectation that the employment would have continued for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, Space Force, any State Militia, or any State Defense Force are eligible for leave under this policy.

The federal FMLA requires covered employers to provide eligible employees with unpaid, job-protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member with a serious injury or illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to covered active duty. The FMLA defines "serious injury or illness" as one that was incurred while on active duty or an injury that was aggravated by service while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

All military leave is unpaid. If Partners Personnel provides other paid leave benefits that are comparable to the unpaid military leave benefits under this policy, the employee may be entitled to similar paid leave benefits for military leave.

Leave Entitlements

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty.

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

Military Family Leave

Employees whose family members are service members may be eligible to take leave under the FMLA.

Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health

insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking leave under this policy. Employees may choose to use any available paid leave concurrently with military leave.

Reinstatement

Upon completion of duties, unless the Company's circumstances have changed so as to make it unreasonable, a returning employee will be reinstated into their former position or another position of equal seniority, status, pay, and benefits. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. Employees may be reinstated to the seniority, status, pay, and benefits that they would have had if they had not taken leave under this policy. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty.

Jury Duty

Partners Personnel supports associates in fulfilling their civic obligation to serve on a jury.

Associates will be provided **unpaid time off** for jury duty, jury selection, or court-ordered witness service, unless paid leave is required by applicable federal, state, or local law. Where a jurisdiction requires paid jury duty leave, Partners Personnel will comply with those requirements.

Notice and Documentation

Associates must notify their Partners Personnel branch as soon as reasonably possible after receiving a jury duty summons and before missing a scheduled assignment.

Partners Personnel may request reasonable documentation confirming jury duty service, to the extent permitted by law.

Assignment Impact

Because associate work is assignment-based, jury duty may result in a temporary interruption or closure of an assignment. Partners Personnel will consider applicable legal protections and will make reasonable efforts to return the associate to work when jury service concludes, subject to client needs and assignment availability.

Protection From Retaliation

Partners Personnel will not discharge, discipline, retaliate against, or otherwise penalize an associate for responding to a lawful jury duty summons or serving on a jury, in accordance with applicable law.

Questions

Associates with questions about jury duty pay or eligibility under state or local law should contact their Partners Personnel branch or Human Resources at **HR@partnerspersonnel.com** or **805-880-9404**.

Associate Handbook Acknowledgment and Agreement

I acknowledge that I have received access to the Partners Personnel Associate Handbook and understand that it is my responsibility to read and become familiar with the policies and information contained in the handbook.

I understand that this handbook is intended as a general guide to Company policies and expectations applicable to associates employed on an assignment-based basis, and that it does not create an express or implied contract of employment, guarantee continued employment or assignment, or promise placement in future assignments.

At-Will Employment

I understand and agree that my employment with Partners Personnel is **at will** except as established for **Montana** employees. This means that either Partners Personnel or I may end the employment relationship at any time, with or without cause, and with or without notice, subject to applicable law. I further understand that the completion, interruption, or end of an assignment does not alter the at-will nature of the employment relationship.

No supervisor, manager, recruiter, or other representative of the Company has authority to enter into any agreement contrary to the at-will relationship unless such agreement is in writing and signed by an authorized Company executive.

Policies and Changes

I understand that the policies described in the handbook may be revised, modified, or discontinued at any time, consistent with applicable law. I also understand that certain policies may differ based on assignment, client worksite, or applicable federal, state, or local law, and that **State or Local Addenda control** where applicable.

I agree to comply with Company policies and client worksite rules that apply to me during assignments.

Equal Employment Opportunity and Reporting

I acknowledge that Partners Personnel maintains policies prohibiting discrimination, harassment, and retaliation and is committed to providing a respectful and lawful work environment. I understand that I am encouraged to report concerns or complaints through the reporting channels described in the handbook or applicable policies.

Nothing in this acknowledgment or the handbook limits or waives my rights under applicable law, including the right to engage in protected activity.

Entire Understanding

I understand that this acknowledgment and the handbook supersede any prior handbook or inconsistent policy statements. This acknowledgment reflects my understanding of the at-will, assignment-based nature of my relationship with Partners Personnel.

Associate Signature: _____
Printed Name: _____
Date: _____

Complaint Report Form - Discrimination or Harassment

If you believe that you have been subjected to discrimination or harassment, you are encouraged to complete this form and submit it to Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its discrimination and harassment prevention policy by investigating the claims as outlined at the end of this form.

REPORTER INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

Communication: ☐ Email ☐ Phone ☐ In person

IMMEDIATE SUPERVISOR INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

COMPLAINT INFORMATION

Type of Complaint ☐Discrimination ☐Harassment ☐Both

Is the Behavior Continuing? ☐Yes ☐No

Name of Person Involved: _____

Title: _____

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other

Date(s) incident occurred: _____

1. Please describe what happened. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Please describe how it is affecting you and your work. Please use additional sheets of paper if necessary.

3. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

4. *This question is optional but may help the investigation.* Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

5. If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ *Date:* _____

Disability Accommodation Request Form

Employees seeking accommodations are not required to use this form. Requests may be submitted verbally. Filling out this form can help Partners Personnel better understand your needs and reasonably accommodate them. All information submitted will be kept confidential. This form may also be used to request accommodations related to pregnancy, childbirth, or related medical conditions.

Questions to clarify accommodation requests.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

☐ Yes ☐ No

If *yes*, please explain.

Is your accommodation request time-sensitive?

☐ Yes ☐ No

If *yes*, please explain.

Questions to document the reason for accommodation requests.

What, if any, job function are you having difficulty performing?

What, if any, employment benefits are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation?

☐ Yes ☐ No

If *yes*, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

Other

Please provide any additional information that might be useful in processing your accommodation request.

_____ _____

Signature Date

Return this form to Human Resources at 805-880-9404.

Religious Accommodation Request Form

Name of Requester: _____

Date of Request: _____

Email Address: _____

Telephone Number: _____

Job Title: _____

Work Location: _____

Identify the company requirement, policy, or practice that conflicts with your sincerely held belief or observance.

Describe the nature of your sincerely held belief or observance that conflicts with the company requirement, policy, or practice identified above.

What is the accommodation or modification that you are requesting?

List any alternative accommodations that would also resolve the conflict between the company requirement, policy, or practice and your sincerely held belief.

Requester Signature: _____ Date:_____

ACCOMMODATION DECISION

Accommodations:

☐ Approved as requested ☐ Approved but different from the original request ☐ Denied

Specify the accommodation provided.

If the approved accommodation differs from the original request, explain the reason for denying the initial request.

If an alternative accommodation was offered, indicate whether the employee:

☐ accepted ☐ rejected

If rejected, state the basis for the employee's rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the reason for denying the request without an alternative accommodation.

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. Each state addendum should be read in addition to the Employee Handbook and only modifies the provisions included in the addendum.

In the event of any conflict between the Employee Handbook and the applicable Addendum, the applicable Addendum shall govern. Any questions about the Employee Handbook or the addendum can be directed to Human Resources at 805-880-9404.

Alabama

This addendum only applies to employees in Alabama. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum

Crime Victim Leave

Alabama employees who are crime victims may take unpaid time off to respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings without the loss of employment or the intimidation, threats, or fear of the loss of employment. A "crime victim" is a person against whom a felony involving physical injury, the threat of physical injury, or a sexual offense, or any offense involving spousal abuse or domestic violence was committed. If the person is killed or incapacitated, the spouse, sibling, parent, child, or guardian of that person can take this leave, unless that person is accused of committing the crime.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Election Official Leave

If Partners Personnel has more than 25 employees, then any employees who are precinct election officials may take unpaid time off to perform their duties as an election official. Employees must provide Partners Personnel reasonable advance notice of at least seven days and provide written proof of the appointment and the dates of required service to take time off under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, military status, and claimants of workers' compensation benefits.*

Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Alabama can be found at https://www.eeoc.gov/how-file-charge-employment-discrimination or by calling (800) 669-4000 or (800) 669-6820 (TTY).

Immigration Law Compliance

In Alabama, Partners Personnel verifies the legal presence of employees uses the federal government's E-Verify system or the Alabama E-Verify Employer Agent Service.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides full-time Alabama employees with paid time off for jury duty service. Full-time employees will be paid for all days that they are involved in jury duty.

Employees must provide Partners Personnel advance notice within one business day after receiving a notice or summons for jury duty. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Meal and Rest Breaks

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

policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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:

In Alabama, employees may take military leave if they are called to state active duty for at least 30 consecutive days in a state uniformed service. Alabama employees who are active members of the Alabama National Guard, Alabama State Guard, Naval Militia, Civil Air Patrol, National Disaster Medical System, or reserve components of the U.S. Armed Forces may take up to 21 days of military leave per year. If called by the governor to duty in the active service of the state, employees may be entitled to an additional 21 days of military leave per year.

Volunteer Firefighter, Emergency Medical Service, and Civil Air Patrol Leave

Alabama employees who are volunteer firefighters, emergency medical service personnel, or rescue squad operators may take unpaid time off to perform emergency duty for a call that comes before their scheduled work time.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the voluntary fire department or emergency medical services stating that the employee responded to an emergency call and the response time.

Alabama employees who are volunteer members of the Civil Air Patrol may take unpaid time off to perform emergency duty under Alabama's Military Leave law. Refer to Partners Personnel's Military Leave Policy for more information.

Voting Leave

Alabama employees who are qualified and registered to vote may take up to one hour of unpaid time off to vote on election day in any municipal, county, state, or federal primary or election if they do not have at least two consecutive hours off work before the polls open or one hour off of work before the polls close.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Alaska

This addendum only applies to employees in Alaska. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For **Alaska** employees, reimbursable expenses include the cost of purchasing any uniform or equipment that (1) is required by law, (2) is distinctive and advertises or promotes Partners Personnel, or (3) cannot be worn or used during an employee's normal social activities.

Crime Victim Leave

Partners Personnel will not discipline or otherwise take any adverse action against employees who are victims of an offense and must take time off work because they (i) are subpoenaed or requested by a prosecuting attorney to provide testimony at a court proceeding, or (ii) report the offense or otherwise participate in the investigation.

Equal Employment and Anti-Discrimination Policy

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: race, religion, color, national origin, age, physical or mental disability, sex, sexual orientation, gender identity, marital status, changes in marital status, pregnancy, parenthood age, physical or mental disability, military status, and genetic information.

Information about the Alaska State Commission for Human Rights can be found at https://humanrights.alaska.gov/ or by calling 907-274-4692 or emailing hrc@alaska.gov.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Alaska employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Meal and Rest Breaks

Non-exempt Alaska employees under 18 who work at least five continuous hours or are scheduled to work six or more hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute rest break. Rest periods must be taken not before the first hour and a half and before the beginning of the last hour of their shift. Employees will be relieved of all duties for the full rest break and are free to leave the premises during that time. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Sick Leave

Partners Personnel provides paid sick leave that complies with Alaska's sick leave law. All employees in Alaska can take this leave, except for minors under 18 that work less than 30 hours per week.

Employees accrue 1 hour of paid sick leave for every 30 hours worked, up to a total of 56 hours per year.

Employees can use up to 56 hours of paid sick leave per year for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or their family member, including for medical diagnosis, care, or treatment, or preventative care;
- If the employee or their family member is a victim of domestic violence, sexual assault, or stalking, to:
    - get medical attention for physical or psychological injuries;
    - get help from a domestic violence or sexual violence program or victim services organization;
    - relocate or secure the home; or
    - get legal services or prepare for or participate in a legal proceeding related to the domestic violence, sexual violence, abuse or stalking; or

- Other reasons provided under applicable law.

For this policy, “family member” means:

- Immediate family member;
- Domestic partner;
- Foster child, legal ward, or person for whom the employee has parental responsibility;
- Foster or adoptive parent, legal guardian, or a person who had parental responsibility for the employee when they were a minor; or
- any other person related by blood or whose close association is the equivalent of a family relationship.

Employees can start using this leave as soon as it accrues. Employees must take this leave in increments of at least 1 hour or the smallest increment that the Company’s payroll system uses to account for absences or use of other leave, whichever is smaller. Unused leave will be carried over to the next year.

If the need for this leave is foreseeable, employees must make a good faith effort to provide notice to the Company and schedule leave in a way that doesn’t disrupt the operations of Partners Personnel. If the need for this leave is unforeseeable, employees must provide notice as soon as it’s practical. If employees are absent for more than 3 workdays in a row, Partners Personnel may require reasonable documentation that the leave has been used for a reason this policy allows.

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

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

Overtime

Alaska employees also earn overtime for all hours they work in excess of (1) 8 in a single day (for employees working a schedule of 8 hours per day, 5 days per week) or (2) 10 in a single day (for employees working an approved voluntary work plan of 10 hours per day, 4 days per week).

Voting Leave

Alaska employees who are eligible to vote in any state election, including a primary or general election, may take paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Arizona

This addendum only applies to employees in Arizona. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

This policy applies only when Partners Personnel has 50 or more employees for 20 or more weeks in the current or preceding year.

Arizona employees who are victims of a crime or juvenile offense may take unpaid time off to exercise their rights as a victim under applicable law to attend criminal proceedings, or to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety, or welfare of themselves or their child. Partners Personnel may limit the amount of leave provided under this policy if the leave would create an undue hardship to the Company's business. For this policy, "undue hardship" means a significant difficulty and expense to the business and includes the consideration of the size of the business and the critical need of the employee.

For purposes of this policy, a "victim of a crime or juvenile offense" is a person against whom a felony involving physical injury, the threat of physical injury, or a sexual offense, or any offense involving spousal abuse or domestic violence was committed. If the person is killed or incapacitated, the spouse, sibling, parent, child, or guardian of that person can take this leave, unless that person is accused of committing the crime.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave before granting this leave, including, but not limited to, the form the employee received from law enforcement related to victims' rights, and/or notices of any scheduled legal proceeding given to the employee.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees will not lose seniority or precedence for taking this leave. Employees seeking to take leave under this policy must first exhaust any available vacation .

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *race, color, religion, sex (including pregnancy and sexual orientation and gender identity), sexual orientation, gender identity, age (40 and over), disability, national origin, military status, and genetic test results.*

Information about the Arizona State Attorney General's Civil Rights Division can be found at www.azag.gov/civil-rights/discrimination/employment or by calling 602-542-5025.

Immigration Law Compliance

In Arizona, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees.

Jury Duty Leave

Partners Personnel encourages all employees to serve on jury selection or jury duty when called and provides Arizona employees with unpaid time off for these purposes. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial

proceedings in response to a summons for jury duty. Employees will not lose seniority or precedence while absent from employment to serve as a member of a grand or trial jury.

Partners Personnel will not require or request that employees use vacation for time spent responding to jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request. Upon return to employment from jury duty, employees will be returned to their previous position or to a higher position commensurate with their ability and experience based on their seniority or precedence.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Arizona, this means they will be allowed to breastfeed in any public place where they are allowed to be.*

Paid Sick Leave

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

- Mental or physical illness, injury, or health condition of the employee or their family member, including for medical diagnosis, care, or treatment, or preventative care;
- The employee's place of business has been closed by order of a public official due to a public health emergency or an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- If the employee, or their family member, are a victim of domestic violence, sexual violence, abuse, or stalking, time off to obtain:
    - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;

- Services from a domestic violence or sexual violence program or victim services organization;
- Psychological or other counseling;
- Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
- Legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking; or

- Other reasons provided under applicable law.

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

Employees are entitled to use paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of the smaller of one hour or the smallest increment that the Company’s payroll system uses to account for absences or use of other time. Any available paid sick leave will be carried over to the next year, up to a total of 40 hours.

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

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

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

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

Voting Leave

Arizona employees who are eligible to vote in a primary or general election, including a special primary election or special general election called pursuant to a governor's proclamation, held in Arizona may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Arkansas

This addendum only applies to employees in Arkansas. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

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. For this policy victim means a victim of a sex offense or an offense against a victim who is a minor; or a victim of any violent crime but does not include a person who committed the crime. Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where

employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related conditions, or the presence of any sensory, mental, or physical disability, military status, and genetic information.*

Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Arkansas can be found at https://www.eeoc.gov/how-file-charge-employment-discrimination. or by calling (800) 669-4000 or (800) 669-6820 (TTY).

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Arkansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, otherwise penalize or reduce the vacation time of employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent jury duty summons, participating in jury selection, or serving on a jury.

Organ and Bone Marrow Donor Leave

This policy applies to employees in Arkansas who are not eligible for FMLA leave.

Employees may take up to 90 days of unpaid leave to serve as an organ or bone marrow donor. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documentation from a physician of the purpose and length of each leave to donate bone marrow or an organ.

Public Service Leave

Arkansas employees who are elected to a public office or appointed to a board or commission in Arkansas may take unpaid time off if the position requires their absence from employment. The duration of leave may not exceed the duration of the term of office.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Taking time off under this policy will not impact an employee's seniority at Partners Personnel.

Voting Leave

Arkansas employees who do not already have time available in their existing work schedule may take sufficient unpaid time off to vote on election day, or Partners Personnel will adjust their schedule to ensure they have an opportunity to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off or for an adjustment of their schedule under this policy. Time off should be taken when specified by Partners Personnel.

California

This addendum only applies to employees in California. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Adult Illiteracy Leave

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

Partners Personnel 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 if this reasonable accommodation does not impose an undue hardship on Partners Personnel.

Company assistance includes providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite. Employees will not be paid during the time spent attending such programs. Partners Personnel will take reasonable efforts to safeguard the privacy of the employee and the fact that they have a problem with illiteracy.

Partners Personnel will not terminate an employee because they reveal a problem of illiteracy and otherwise satisfactorily performs their work.

Alcohol and Drug Rehabilitation Leave

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

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

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

Bereavement Leave

This policy applies when Partners Personnel has 5 or more nationwide.

California employees are eligible for leave under this policy if they have worked for Partners Personnel for at least 30 days prior to the commencement of leave. Eligible employees are entitled to up to five days of unpaid bereavement leave upon the death of a family member. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within three months of the date of death of the family member. "Family member" in this policy means an employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Employees may be required to provide documentation of the death of a family member within 30 days of the first day of bereavement leave. An employee's use of leave under this policy and any documentation provided will remain confidential, except as required by law. If an employee uses Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA) leave, or other leave entitlements before or immediately following a loss, this leave must be completed within 3 months from the end of the other leave.

Eligible employees are also entitled to up to five days of unpaid bereavement leave within 3 months after a reproductive loss event, including a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This leave cannot exceed 20 days within a 12-month period. Employees will not be required to provide documentation related to reproductive loss events. This leave is separate from CFRA leave and Pregnancy Disability Leave (PDL). If an employee uses PDL or CFRA leave before or immediately following a reproductive loss, this leave must commence within 3 months from the end of that leave.

Employees may use available vacation during unpaid time off under this policy.

Business Expense Reimbursement Policy

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 (i) employees' discharge of their duties, or (ii) following instructions from an employee's supervisor or Partners Personnel management.

Civil Service/Emergency Responder and Civil Air Patrol Leave

California employees who are volunteer firefighters, volunteer reserve peace officers, or volunteer emergency rescue personnel may take unpaid time off to perform emergency duty. Volunteer firefighters, reserve peace officers, and emergency rescue personnel, may also take up to 14 days of unpaid time off per year to engage in fire, law enforcement, or emergency rescue training.

While Partners Personnel has **15 or more employees**, they may be eligible for civil air patrol leave. Employees who have worked for Partners Personnel for at least 90 days immediately preceding the leave, are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol, and are responding to an emergency operation mission, as defined by law, may take up to 10 days of unpaid time off per year. This time off cannot be taken in more than three-day increments, unless the emergency is extended by the entity in charge of the operation, and Partners Personnel authorizes a longer period of leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification of their eligibility for leave. Partners Personnel will not discriminate or retaliate against employees for their membership in the Civil Air Patrol or for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken.

Crime Victim Leave

California employees who are victims, or whose immediate family members are victims of a violent felony, serious felony, felony theft, or felony embezzlement may take unpaid time off to appear in court or otherwise attend judicial proceedings related to the crime.

Employees who have suffered direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of vehicular manslaughter while intoxicated, felony child abuse likely to produce great bodily harm or death, assault resulting in the death of a child under eight years of age, felony domestic violence, felony physical abuse of an elder or dependent adult, felony stalking, solicitation for murder, a serious felony (e.g. kidnapping, rape, assault), hit-and-run causing injury or death, felony driving under the influence causing injury, or specified sexual assault, may also take unpaid time off to attend any proceedings related to that crime or delinquent act.

For purposes of this policy, “immediate family” includes a person’s spouse, registered domestic partner, child, stepchild, child of registered domestic partner or spouse, sibling, step-sibling, parent, or step-parent.

This portion of this Policy applies only when the Company has 25 or more employees.

Additionally, employees or employees with family members who have been the victim of qualifying act of violence may take up to 12 weeks of unpaid time off per year to:

- Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;
- Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
- Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
- Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
- Participate in safety planning to prevent future incidents of violence;
- Relocate or find new housing or enroll children in new schools due to the act of violence;
- Provide care to a family member recovering from injuries caused by the act of violence;
- Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
- Prepare for, attend, or participate in legal proceedings related to the act of violence; or
- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence.

If an employee is assisting a family member who was the victim of a nonlethal act of violence to relocate, the amount of leave available is capped at 5 days. If an employee is assisting a family member who was the victim of a nonlethal act of violence, the amount of leave available is capped at 10 days. A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. If use of this leave overlaps with the FMLA or CFRA, the leave runs concurrently.

Under this policy, family member includes a child, parent, grandparent, grandchild, sibling, spouse or domestic partner, or designated person. A designated person is any individual related

by blood or whose association with the employee is the equivalent of a family relationship. This individual can be designated at the time an employee requests leave, but employees are limited to one designated person per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that an employee was the victim of one of the above-specified offenses; a court order protecting or separating and employee from the perpetrator of one of the above offenses; or documentation verifying that an employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the above-listed offenses. Such documentation can come from a medical professional, domestic violence advocate, sexual assault victim advocate, health care provider, or counselor.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence, Sexual Assault, and Stalking Leave

Partners Personnel will not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim's child. The relief here includes, but is not limited to, obtaining a temporary restraining order, restraining order, or other injunctive relief. Employees can also use this leave to attend judicial proceedings related to the crime, including any proceeding where a right of the victim is an issue. The amount of leave an employee can take under this policy is limited to 12 weeks per year.

Partners Personnel will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, if the employee has disclosed their status as a victim to Partners Personnel; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel.

This portion of this Policy applies only when the Company has 25 or more employees.

Additionally, employees or employees with family members who have been the victim of qualifying act of violence may take up to 12 weeks of unpaid time off per year to:

- Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;

- Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
- Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
- Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
- Participate in safety planning to prevent future incidents of violence;
- Relocate or find new housing or enroll children in new schools due to the act of violence (maximum of 5 days);
- Provide care to a family member recovering from injuries caused by the act of violence;
- Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
- Prepare for, attend, or participate in legal proceedings related to the act of violence; or
- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence.

If an employee is assisting a family member who was the victim of a nonlethal act of violence, the amount of leave available is capped at 10 days. A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. If use of this leave overlaps with the FMLA or CFRA, the leave runs concurrently.

Under this policy, family member includes a child, parent, grandparent, grandchild, sibling, spouse or domestic partner, or designated person. A designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. This individual can be designated at the time an employee requests leave, but employees are limited to one designated person per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees who take leave due to domestic violence, sexual assault, or stalking will be required to provide, within a reasonable time, certification verifying the need for the absence, including, but not limited to, a police report, a court order, a doctor’s note, or some other form of documentation.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees

for requesting or taking leave in compliance with this policy. Although leave under this policy is unpaid, employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In California: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion (including religious creed, dress, and grooming practices), citizenship, marital status, age (40 and older), national origin, ancestry, mental or physical disability (including HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), reproductive health decision-making, U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, and pregnancy (including childbirth, breastfeeding, or related medical condition). Employees are also protected from discrimination on the basis on a combination of two or more protected characteristics. Cannabis use outside of work will not be used in employment decisions except as permitted by law. In San Francisco, Protected Characteristics also include height, weight, and place of birth.*

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/.

California Unpaid Family and Medical Leave

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

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

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

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

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

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

Eligible employees may be entitled to an additional four months of pregnancy-related disability leave ("PDL"). Please see the California Pregnancy Leave policy for more information.

In addition to this CFRA leave, employees may be entitled to bereavement leave upon the death of a family member or a reproductive loss. See the California Bereavement Leave policy for more information.

CFRA leave is unpaid. See the California Paid Family and Medical Leave Insurance Policy below for information on paid family and medical leave benefits. Employees in California may also be eligible for partial wage reimbursement from California's State Disability Insurance program. Employees will not be required to use their paid leave before being eligible for wage reimbursement. Employees may substitute any available paid leave for unpaid CFRA leave to care for a seriously ill family member or to bond with a new child unless the employee is receiving paid family leave benefits. Employees may substitute any available paid leave or paid sick leave for unpaid CFRA leave for an employee's own serious health condition unless the employee is receiving short- or long-term disability leave benefits. Available paid time off can only be used to supplement partial wage replacement benefits if the employee and Partners Personnel mutually agree, unless otherwise prohibited by law.

Employees may take CFRA leave intermittently. CFRA leave runs concurrently with FMLA leave, unless an employee is taking FMLA leave for a disability due to pregnancy or childbirth. Employees must provide Partners Personnel with 30 days' prior notice before taking CFRA leave, if foreseeable, and make a reasonable effort to schedule the treatment or supervision to

avoid disruption of the Company's operations, subject to the approval of the patient's health care provider. If the need for leave is unforeseeable, employees must provide notice as soon as practicable.

Partners Personnel may require employees to provide certification from a health care provider within 15 days of the leave request. If an employee doesn't provide the certification, they may be denied CFRA protections for the leave following the expiration of the 15 days until they provide a sufficient certification. For CFRA leave to care for a family member, the certification must include: (i) the start date of the serious health condition; (ii) the probable duration of the condition; (iii) the estimated amount of time the health care provider will provide services; and (iv) confirmation that the health condition warrants the employee's participation. CFRA leave certification for an employee's own serious health condition should state: (i) the start date of the serious health condition; (ii) the probable duration of the condition; and (iii) a statement that the employee is unable to perform one or more of the essential functions of their position because of the serious health condition. If Partners Personnel has reason to doubt the validity of the medical certification, it may seek a second opinion and its own expense. If the second opinion differs from the first opinion, Partners Personnel may require, at its expense, that employees obtain the opinion of a third health care provider selected by both parties. The opinion of the third health care provider will be final and binding.

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

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

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

California Paid Family and Medical Leave Insurance

California Paid Family Leave is a state-run insurance program that may provide employees with partial wage reimbursement for up to 8 weeks per 12-month period for bonding or family care.

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.

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.

Employees are not required to use sick leave or other paid time off before receiving paid family and medical leave benefits. This leave runs concurrently with leave under the CFRA and FMLA but is separate from leave under the California Pregnancy Leave policy.

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.

Health and Safety

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

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

workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides California employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of their work schedule.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy and this paragraph is added to the end of the compete policy. Please refer to the complete policy for further information.

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

Meal and Rest Breaks

Non-exempt California employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Meal periods must be taken

no later than the end of the fifth hour of an employee's shift. Employees who work at least five hours, but no more than six hours, may waive their meal break if both they and Partners Personnel agree in writing.

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

Work hours in a day	# of Meal Breaks	Timing Requirement	Waiver Conditions
Up to 5 hours	0	Not Required	N/A
More than 5 hours up to 6 hours	1 (at least 30 minutes)	Must start meal break BEFORE the end of the 5th hour (ex. begin work at 8am, must start meal break BEFORE 1pm)	Can be waived by mutual written consent of the ER and EE
More than 6 hours up to 10 hours	1 (at least 30 minutes)	Must start meal break BEFORE the end of the 5th hour. (ex. begin work at 8am, must start first meal break BEFORE 1pm)	Cannot be waived
More than 10 hours up to 12 hours	2 (at least 30 minutes each)	Must start 1st meal break BEFORE the end of the 5th hour. (ex. begin work at 8am, must start 1st meal break BEFORE 1pm and 2nd meal break BEFORE 6pm unless 2nd meal break is waived by mutual consent).	Second can be waived by mutual consent if the first meal break was taken
More than 12 hours	2 or more (each at least 30 minutes	Must be taken every 5 hours, before the end of the 5th hour of each segment (ex. begin work at 8am, start 1st meal break BEFORE 1pm, 2nd meal break BEFORE 6pm and additional meal breaks BEFORE the end of every 5 hour segment)	Cannot be waived

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

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

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

6 – 10 hours	2
10 – 14 hours	3

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

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

All employees who 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:

*While the Company has **100 or more employees, 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.*

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 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.

- While the Company has 100 or more employees, **San Francisco** employees who are members of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed service organizations 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 company policies that apply during the leave. Leave must be taken in increments of at least one day.

- ***California:*** *When Partners Personnel has at least 25 employees, California employees who work an average of 20 or more hours per week may take up to 10 days of unpaid leave per deployment after their military spouse or partner has been notified that they will be on leave from deployment. Notice must be provided within two days of receiving official notice that the employee's spouse will be on leave, or at least two days from the time the employee intends to take leave. Employees must submit written documentation certifying that their spouse will be on leave during the time leave is requested.* Organ and Bone Marrow Donor Leave

Organ and Bone Marrow Donor Leave

This policy applies only when Partners Personnel has 15 or more employees.

This policy applies to California employees who have worked for Partners Personnel for at least 90 days at the time leave is requested. Eligible employees may take up to 30 days of paid leave and an additional 30 days of unpaid leave in a 12-month period to serve as an organ donor. Eligible employees may also take up to five days of paid leave in a 12-month period to serve as a bone marrow donor. Partners Personnel may require that employees use up to two weeks of available vacation during paid organ donor or bone marrow donor leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must provide Partners Personnel notice as soon as possible that leave under this policy is needed. Partners Personnel may request reasonable documentation of the need for leave, which should state both that the employee taking the leave is a bone marrow or organ donor and that the donation is medically necessary.

Leave under this policy is in addition to any leave California employees may be able to take under the federal Family and Medical Leave Act and the California Family Rights Act, and any leave an employee takes will not constitute a break in their continuous service for the purpose of salary adjustments, sick leave, paid leave, or other employee benefits.

California Paid Sick Leave

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

Note that employees may also be entitled to sick leave benefits under the law of a city or county in California. Generally, if the state and local rules are different, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees' total accrual of sick leave is capped at 80 hours or 10 days, whichever is more. Employees may use up to 40 hours or 5 workdays (whichever is more) per year of paid sick leave for the following reasons:

- Diagnosis, care, preventative care, or treatment of an existing health condition of an employee or an employee's family member;
- If the employee is a victim of a qualifying act of violence, to get a restraining order or other relief to help ensure the health, safety, or welfare of the victim or their child; and
- When Partners Personnel has 25 or more employees and the employee or their family member is a victim of a qualifying act of violence, to:
    - Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;
    - Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
    - Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
    - Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
    - Participate in safety planning to prevent future incidents of violence;
    - Relocate or find new housing or enroll children in new schools due to the act of violence;
    - Provide care to a family member recovering from injuries caused by the act of violence;
    - Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
    - Prepare for, attend, or participate in legal proceedings related to the act of violence;
    - Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence; or
- Other reasons provided under applicable law.

A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another,

someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. Under this policy, "family member" means a: biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person (which is a person the employee identifies when they request sick leave; employees are limited to one designated person for each 12-month period).

Employees are entitled to use paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any available paid sick leave will be carried over to the next year, up to the cap of 80 hours or 10 workdays, whichever is more.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If the Company has reason to believe that an employee isn't taking leave under this policy for a valid reason it may request verification before paying out the sick leave time.

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

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

Berkeley, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; and
- Other reasons provided under applicable law.

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

If an employee has no spouse or registered domestic partner, the employee may choose a "designated person." The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

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

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

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

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

Emeryville, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- Aid or care for a guide dog, signal dog, or service dog; and
- Other reasons provided under applicable law.

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

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

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

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

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

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

Los Angeles, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

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

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

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

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

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

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

Oakland, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; and
- Other reasons provided under applicable law.

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

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

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

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

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

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

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

San Diego, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

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

    - Obtain legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or

- Other reasons provided under applicable law.

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

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

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

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

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

San Francisco, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

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

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

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

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

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable, meaning at least two hours before the start of an employee's shift. If an employee takes this leave for more than three workdays in a row, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

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

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

San Francisco, California Public Health Emergency Leave

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

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

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

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

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

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

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

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

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

public health threat that employees can use for the same reasons allowed under this policy, the amount of leave under this policy will be offset for every hour of paid leave Partners Personnel provides to employees under the other law.

If the need for PHEL is foreseeable, employees must provide reasonable advance notice to the Company. If the need for PHEL is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation to confirm an employee's status as a member of a vulnerable population, if that employee uses PHEL for an air qualify emergency.

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

San Francisco Family Friendly Workplace

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

Employees may request a flexible or predictable work arrangement if:

1. They work within the geographic boundaries of San Francisco or are teleworking and assigned to a San Francisco office;

2. They work at least 8 hours per week regularly;

3. They have been employed by Partners Personnel for 6 months or more; and

4. They are the primary contributor to the ongoing care of (a) a child or children they have parental responsibility over; (b) person or persons with a serious health condition in a family relationship with the employee; or (c) a person who is age 65 or older and in a family relationship with the employee.

A flexible or predictable work arrangement can include changes to the number of hours worked, work schedule, work location, and work assignments or duties. Employees must submit a request for a flexible or predictable working arrangement in writing to Human Resources. The request must describe:

- the arrangement requested;

- the date the employee would like the arrangement to start;

- how long the employee expects the arrangement to last; and
- how the request is related to caregiving.

The Company will review submitted requests and respond within 21 days. Employees will receive written confirmation if their request is granted. If a request is not granted, Partners Personnel will set up a meeting with the employee to engage in an interactive process to discuss alternatives. After engaging in an interactive process to discuss alternatives, employees' requests may be denied if the request would cause an undue hardship. Employees will be provided with a written response that includes an explanation for the denial and notice of employees' right to request reconsideration within 30 days and file a complaint with the San Francisco Office of Labor Standards Enforcement (OLSE). Partners Personnel will hold a meeting with the employee to discuss any reconsideration request within 21 days of receiving it. Employees will receive a final written decision within 14 days after the meeting.

Santa Monica, California Paid Sick Leave

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

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours. Employees may use paid sick leave for the same reasons allowed under the California sick leave policy.

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

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

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

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off

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

West Hollywood, California Paid Leave and Unpaid Sick Leave

Employees who are non-exempt under state minimum wage law work at least two hours in West Hollywood in any week are eligible for paid leave and paid sick leave under this policy.

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid leave at a rate of 0.047 hours per hour worked, up to 96 hours per year. Employees accrue unpaid sick leave at a rate of 0.039 hours per hour worked, up to a total of 80 hours. Employees may use up to 96 hours of paid leave per year for sick leave, vacation, and personal necessity. Employees may use up to 80 hours per year of unpaid sick leave if they have exhausted their paid leave under this policy for the year. Employees may use unpaid sick leave for their own illness or the illness of an immediate family member.

Under this policy, "immediate family member" means a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling.

Employees are entitled to use paid leave and unpaid leave after six months of employment, after which they may use paid sick days as they are accrued. Paid leave used as sick leave will be available on the 90th day of employment in accordance with state law. Employees may take sick leave in increments of no less than two hours. Employees carry over to the next year all unused paid leave up to the total cap of 192 hours. Employees carry over to the next year all unused unpaid sick leave up to the total cap of 80 hours.

If the need for paid leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If the Company has reason to believe that an employee isn't taking leave under this policy for a valid reason it may request verification before paying out the sick leave time. Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon separation. If an employee separates from Partners Personnel and is rehired within one year from their date of separation, their earned but unused paid and unpaid leave that they had at the time of separation will be reinstated.

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

Overtime

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

Pay Transparency

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

Pregnancy Leave

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

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

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

Employees should notify Partners Personnel of their intent to take PDL leave as soon as possible. The notice should include the anticipated timing and duration. If the need for leave or transfer is foreseeable, employees must provide at least 30 days' advance notice before the

PDL or transfer is to begin. Employees must consult Partners Personnel regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the Company's operations. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practicable. Failure to comply with these rules may result in deferral of the leave until the employee complies with this notice requirement.

Employees may request either a medically advisable transfer to a less strenuous position or less strenuous duties. Transfer requests will be granted to the extent Partners Personnel can reasonably accommodate them. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at the Company's discretion, to a position more suited to such a leave and for which the employee is qualified. The position an employee is transferred to will have the same pay and benefits as their former position.

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

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

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

Authorized PDL leave is unpaid by Partners Personnel, but employees may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI"). See Human Resources at 805-880-9404 for more information. No paid leave or holiday hours are accrued during PDL, but employees may elect to use already-accrued paid leave during PDL, it is their responsibility to notify Human Resources at 805-880-9404 in writing.

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

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

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

School Activities Leave

This policy applies only when Partners Personnel has 25 or more employees at the same worksite.

Employees who are parents, guardians, stepparents, foster parents, grandparents, or who stand in *loco parentis* to a child in grades K-12 or a licensed childcare provider may take up to 40 hours per year of unpaid time off to:

- Participate in activities of their child's school or licensed childcare provider;
- Address a school or child care provider emergency when their child cannot remain with a child care provider or in school because – (i) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (ii) of behavioral or discipline problems; (iii) of closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (iv) of a natural disaster; or
- Find, enroll, or re-enroll a child in school or with a childcare provider.

Employees can only use up to 8 hours of leave per month to participate in school and childcare provider activities or find, enroll, or re-enroll a child in school or with a childcare provider.

Partners Personnel may require that only one parent use this leave per activity if both parents work for the Company.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. If both parents are employed by Partners Personnel, only the first employee to request this leave is guaranteed to receive the time off.

Employees who take time off under this policy must utilize any existing vacation for time off taken under this policy.

School Suspension Leave

California employees who are parents to a child or ward who has been suspended by their teacher may take unpaid time off to attend a portion of the school day with their child or ward upon request from the school. 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 must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees may be asked to provide documentation of the need to take this leave such as a copy of the notice provided by the school. Partners Personnel will not discharge, threaten to discharge, demoted, suspend, discriminate, or retaliate against any employee for requesting or taking leave in compliance with this policy.

Sexual Harassment Policy

California Training

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

Suitable Seating Policy

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

performance of their duties. If suitable seating is not immediately available, employees can request suitable seating from their supervisor.

Voting Leave

California employees who are eligible to vote in a statewide election may take up to two hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees must provide Partners Personnel at least two days of advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

4. Lawfully report or threaten to report misconduct by Partners Personnel;
5. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or
6. 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 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

California employees, including crime victims, may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees that work more than 30 hours per week or more than 6 hours any day of the week are entitled to one day of rest every workweek.

Colorado

This addendum only applies to employees in Colorado. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

Partners Personnel provides bereavement leave to eligible Colorado employees under the Colorado Sick Leave policy. See that policy for more information.

Business Expense Reimbursement Policy

For **Colorado** employees, reimbursable expenses include the cost of purchasing or maintaining required uniforms and other special apparel, except for required clothing that is ordinary and does not contain any special colors, Partners Personnel logos, or special materials.

Civil Air Patrol Mission Leave and Volunteer Service in a Disaster Leave

Regularly scheduled employees (not as-needed or on-call employees) in Colorado who are volunteer members of the Colorado Wing of the Civil Air Patrol may take up to 15 days of unpaid time off per year when called to duty for a civil air patrol mission. Employees must provide evidence to Partners Personnel that their civil air patrol service has completed.

Eligible employees who are qualified volunteers for qualified volunteer organizations may take up to 15 days of unpaid time off each year if they are called to service by a volunteer organization due to a disaster, unless their absence would cause Partners Personnel to suffer economic injury, Partners Personnel has deemed the employee essential to the Company's daily operations, or the employee's duties include assisting in disaster recovery for the Company. Partners Personnel will not provide leave to more than 20% of the Company's employees on any workday for volunteer national disaster work. Leave will be allowed under this paragraph only if the volunteer is called into service for a disaster and provides Partners Personnel with proof that they are a qualified volunteer.

Employees who are volunteer firefighters (regardless of their tenure or part-time status with Partners Personnel) may take up to 15 days of unpaid time per year if they are called to respond to an emergency within the response area of their fire department, which is of such magnitude that the fire chief requires all firefighters to respond. Leave will only be allowed under this paragraph if the employee provides Partners Personnel with a written statement from the chief of the fire department that their absence was due to the response (including verification of the time, date, and duration of the employee's response), and only if Partners

Personnel has previously received written documentation from the fire chief of the employee's status as a volunteer firefighter. However, leave may be denied if Partners Personnel has deemed the employee to be essential to the operation of the Company's daily enterprise.

Employees must provide Partners Personnel reasonable advance written notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees who take leave for any of the above reasons must return to work (or log back into work, if working remotely) as soon as practicable after being relieved from service.

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

Crime Victim Leave

Colorado employees who are victims of violent or sexual crimes, or whose immediate family member is a victim, have a right to take to take leave to respond to a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings. An "immediate family member" means any spouse, child by birth or adoption, stepchild, parent, stepparent, sibling, legal guardian, significant other, or lawful representative. The full list of more than 40 violent and sexual crimes that qualify for this leave can be found at Co. Rev. Stat. 24-4.1-302.

Employees seeking leave from work under this policy should provide Partners Personnel with reasonable advance notice of such leave when it is reasonable to do so. Partners Personnel may request reasonable documentation of the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Employees will not be discharged or disciplined for taking this leave.

Domestic Violence, Sexual Assault, and Stalking Victim Protection Leave

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

Employees in Colorado who have been employed by Partners Personnel for 12 months or more, and who are victims of domestic abuse, sexual assault, stalking, or any crime (the underlying factual basis of which has been found by the court to include an act of domestic violence), may take up to three days of unpaid time off in any 12-month period for the following reasons:

- To seek a civil protection order to prevent domestic abuse under applicable Colorado law;
- To obtain medical care, mental health counseling, or for the employee or their children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence;

- To make the employee's home secure from the perpetrator of the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence, or to seek new housing to escape the perpetrator; or

- To seek legal assistance to address issues arising from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence and to attend and prepare for court related proceedings arising from the act or crime.

Except in cases of imminent danger to the health or safety of the employee, an employee seeking leave from work pursuant to this policy is required to provide Partners Personnel with reasonable advance notice of such leave. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to a police report, a court order, a doctor's note, or some other form of documentation.

Employees seeking to take leave under this policy must first exhaust any available vacation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Colorado: disability, race (including hair that is part of the cultural identification of an ethnic group, including texture, type, style, and length, or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), creed, color, sex (including pregnancy, physical recovery from childbirth, and related medical conditions), sexual orientation (including transgender status), gender identity, marital status, religion, age (40 years or older), national origin, genetic information, military status, and ancestry*

Information about the Colorado Civil Rights Division can be found at www.colorado.gov/pacific/dora/civil-rights or by calling 303-894-2997 or 711 (TTY).

Colorado Paid Family and Medical Leave Insurance

Employees who have earned at least $2,500 in wages within the state may be eligible for paid leave benefits under Colorado's Paid Family and Medical Leave Insurance program (FAMLI). Employees may use up to 12 weeks of leave per year in order to:

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

Employees may also be eligible for up to four additional weeks of benefits if the leave is due to a serious health condition related to complications with pregnancy or childbirth. 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.

Leave taken under this policy runs concurrently with the FMLA, if an employee qualifies for both types of leave. The Company and an employee may agree that the employee can use any existing paid leave to supplement FAMLI benefits, up to the employee's average weekly wage.

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 practicable. Employees should schedule leave so as to not unduly disrupt Partners Personnel operations when possible.

Upon returning from FAMLI leave, employees will be restored to the position they held when leave started. If the original position is not available, the employee will be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees may continue participating in any health benefit plan in which they were enrolled before the first day of the leave for the duration of the leave.

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

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Partners Personnel will pay Colorado employees $50.00 per day, less applicable withholdings, for the first three days of

jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

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

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Lactation Accommodation

Employees may request a lactation and/or breastfeeding accommodation by contacting Human Resources at 805-880-9404. Partners Personnel will respond to those requests and provide the employee with reasonable accommodations as required by law. Generally, this means that Partners Personnel will provide all employees who wish to express breast milk or breastfeed at work with a reasonable amount of break time and space to do so. This break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it's not possible for the time to express milk and/or breastfeed to run concurrently with the paid break time already provided, the break time for expressing milk and/or breastfeeding will be unpaid (except as prohibited by law). Employees will be provided with a place to express milk and/or breastfeed, other than a bathroom, which has an electrical outlet, is shielded from view, and is free from intrusion from coworkers and the public. The space will include a place for the nursing employee to sit, and a flat surface, other than the floor, to place a pump. Employees must be allowed to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. Partners Personnel will make efforts to provide such a location near an employee's work area. An employee's normal work area may be used if it allows the employee to express milk and/or breastfeed in private. Partners Personnel is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Partners Personnel will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Partners Personnel, an undue hardship. Employees are encouraged to use the DISABILITY ACCOMMODATION REQUEST FORM to help facilitate the process. Partners Personnel will not discriminate against an employee because of the employee's sex, pregnancy, breastfeeding, or lactation.

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

employees who work in Colorado, this means that the room will be located close to the employee's workstation, unless providing a room close to the employee's workstation would result in significant difficulty and expense for Partners Personnel.

Meal and Rest Breaks

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

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

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3
14 – 18 hours	4
18 – 22 hours	5
Over 22 hours	6

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***Colorado*** *employees who are members of the state uniformed services or reserve forces of the United States may take up to the equivalent of three weeks of work on the employee's regular work schedule to participate in training. There is no leave cap for employees*

engaged in active service with the Colorado National Guard. Employees are entitled to use any paid leave available during military service leave.

Paid Sick Leave

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

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

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

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

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

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

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

Supplemental Paid Sick Leave during a Public Health Emergency

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

The Company will count an employee’s unused, accrued paid sick leave towards the supplemental sick leave provided in this policy. Employees who normally work forty or more hours in a week will be eligible to use up to eighty hours of supplemental paid sick leave. Employees who normally work fewer than forty hours in a week will be eligible to use the

greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period.

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

- Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
- Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek or obtain a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek preventive care concerning a communicable illness that is the cause of a public health emergency;
- Care for a family member who:
    - Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;
    - Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
    - Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
    - Is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;
- A local, state or federal public official or health authority having jurisdiction over the location in which the employee's place of employment is located or the employee's employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
- Care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;

- Care for a child or other family member when the individual's childcare provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or

- An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

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

Overtime

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

Pay Transparency

Colorado employees will be notified of all job opportunities at the same time, including any that may be performed entirely out of state. Except for those positions that cannot be performed in the state, this notice will include the rate or range of compensation, a general description of benefits and other compensation, the application deadline, and instructions on how to apply.

Voting Leave

Colorado employees who are eligible to vote in either a municipal, county, state, or federal political party primary or general election, may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty Leave

Colorado employees who are witnesses may take unpaid time off to appear in court to testify before a court of law or the Colorado state general assembly. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for speaking to a member of the general assembly at the request of a committee, court, or member about any action, policy, rule, regulation, practice, or procedure of any person or any related grievance.

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

Colorado Overtime and Minimum Pay Standards Order and Acknowledgment

Please sign the acknowledgment form below and return it to Human Resources. This will let Partners Personnel know you have received the Colorado Overtime and Minimum Pay Standards Order.

I have received the most recent Colorado Overtime and Minimum Pay Standards Order poster. The poster is also available electronically here.

_____

Employee's Signature

_____

Employee's Name

_____

Date

Connecticut

This addendum only applies to employees in Connecticut. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For **Connecticut** employees, reimbursable expenses include the cost of purchasing and maintaining any protective clothing or equipment that is necessary for safety or cleanliness.

Crime Victim Leave

Connecticut employees who are victims of crime may take unpaid time off to (i) attend court proceedings related to the crime (including to obtain a restraining order or protective order), (ii) participate in a police investigation related to the crime, or (iii) attend or participate in a court proceeding related to a civil case in which the employee is a victim of family violence. Employees may also take leave to attend criminal court proceedings related to the homicide of their spouse, parent, child, sibling, or any other person for whom the employee is the homicide victim's official designee.

For purposes of this policy, a "victim of a crime" includes an employee who either (i) suffers direct or threatened physical, emotional, or financial harm as a result of a crime, or (ii) is an immediate family member or guardian of a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime, provided that person is a minor, physically disabled, incompetent, or a homicide victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence Victim Leave

Connecticut employees who are victims of domestic violence, sexual assault, and human trafficking may take a reasonable unpaid leave of absence to:

- Seek medical care or treatment for injuries caused by the incident, including for a child victim, provided the employee is not the perpetrator of the violence against the child;
- Obtain services such as safety planning from a victims assistance agency or rape crisis center;
- Receive psychological counseling related to the incident, including for a child victim, as long as the employee is not the perpetrator of the violence against the child;
- Take actions to enhance safety from future incidents, such as temporary or permanent relocation; or

- Obtain legal services, assist in prosecuting the offense, or participate in legal proceedings related to the incident.

In this policy, "domestic violence" means:

- On going threats of physical harm or injury to a family or household member as defined by law;
- Stalking, such as following, monitoring, or harassing a family or household member;
- Repeated threats aimed at intimidating a family or household member or a third party connected to them; or
- Coercive control, which is a pattern of behavior designed to interfere with someone's free will or personal freedom. Coercive control may involve: Isolating the person from friends, family, or support systems; Denying basic needs like food, shelter, or medical care; Monitoring or controlling the person's movements, communications, finances, or access to services; Forcing the person to do things they have a right to avoid or preventing them from doing things they have a right to do, often through threats, intimidation, or abuse of their immigration status; Abusing or threatening to abuse animals to intimidate the person; or Forcing or threatening sexual acts, including threats related to sexuality or releasing sexual images.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave and employees must comply within a reasonable time after their absence. Acceptable forms of documentation include:

- A police report showing that the employee or their child was a victim ;
- A court order protecting or separating the employee or their child from the perpetrator;
- Evidence from the court or a prosecuting attorney confirming the employee’s court appearance; or
- Documentation from a medical professional, domestic violence counselor, or other health care provider showing that the employee or their child received services, counseling, or treatment for injuries or abuse related to incident.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Status as a victim of domestic violence, sexual assault, and human trafficking is considered a protected characteristic for employment in Connecticut and Partners Personnel will not discriminate or retaliate against

employees based on this status. If an employee has a physical or mental disability resulting from an incident or series of incidents of domestic violence, they will be treated in the same manner as an employee with any other disability. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Connecticut: age, ancestry, color, gender identity or expression, genetic information, learning disability, marital or civil union status, intellectual disability, national origin, physical disability (including blindness), pregnancy, present or past history of mental disability, race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), religious creed, sex, sexual orientation, military status, and status as a veteran*

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).

Family Violence Leave

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

Employees in Connecticut who are victims of family violence or sexual assault (an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury, or assault between family or household members) may take up to 12 days of unpaid time off during any calendar year to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;
- Obtain services from a victim services organization on behalf of the victim;
- Relocate due to such family violence or sexual assault; or

- Attend or participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault.

For purposes of this policy, “family member or household member” means current and former spouses; parents and children; individuals who are at least 18 years old and related by blood or marriage; individuals that currently reside or formerly resided together and are at least 16 years old; individuals that have a child in common; and individuals that are in, or have recently been in, a dating relationship.

Employees must provide Partners Personnel seven days advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, a court order, a doctor’s note, or some other form of documentation.

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

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave under this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

Connecticut Unpaid Family and Medical Leave

Partners Personnel provides unpaid family and medical leave in accordance with the Connecticut Family and Medical Leave Act (CFMLA). Partners Personnel will not discharge or otherwise discriminate against employees for requesting or taking leave under this policy. Partners Personnel will not interfere with, restrain, or deny employees’ exercise of (or attempts to exercise) any rights provided by the CFMLA.

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

- The birth of a child and care within the first year after birth;
- The placement of a child with the employee for adoption or foster care and care for the child within the first year after 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;

- To address qualifying exigencies arising from a spouse, son, daughter, or parent's active-duty service in the armed forces; or

- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

Employees may take an additional two weeks of leave for pregnancy-related health conditions resulting in incapacitation. CFMLA further allows eligible employees to 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 may substitute available paid leave for CFMLA leave, but employees will retain at least two weeks of that leave, which is in addition to leave under the Connecticut Paid Family and Medical Leave Insurance policy. If an employee is eligible for leave under the CFMLA and FMLA, those leaves will run at the same time.

Under this policy, "family member" means—whether through blood, marriage, adoption, or foster care placement—the employee's spouse, sibling, child, grandparent, grandchild, parent, or individual related to the employee by blood or affinity whose close association is the equivalent of those family relationships. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves (i) inpatient care or (ii) continuing treatment by a health care provider.

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

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

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

certification for intermittent leave or leave on a reduced leave schedule, the dates and duration of treatment.

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

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

Connecticut's Paid Leave Act may provide employees with 12 weeks of paid leave benefits through a state-run insurance program. Employees are eligible for these benefits if they have earned $2,325 or more during their highest earning quarter within the first four of the five most recently completed quarters.

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 taking leave under the Connecticut Crime Victim Leave policy.

CTPL leave is paid by the Connecticut Paid Leave Authority and eligible employees must submit applications on its website. This leave runs at the same time as leave under federal and state family and medical leave laws Employees may supplement their paid leave benefits with compensation from the Office of Victim Services' victim compensation program and any available vacation , but the total amount cannot exceed the employee's usual weekly wages.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Connecticut employees who (i) work at least 30 hours per week and (ii) were scheduled to work more than one-half of their normal hours on each day they take time off for jury service will be paid their regular wages for the first five days of jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees who work less than 30 hours per week may take unpaid leave under this policy, and they may be eligible for certain limited reimbursements directly from the state of Connecticut during jury service.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

Any employee who has served eight hours of jury duty in any one day will be deemed to have worked a full day, and Partners Personnel will not require them to work more than those eight hours. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

For employees in Connecticut, the room provided will be free from intrusion and shielded from the public while the employee expresses breast milk. The room will have access to an electrical outlet and there will be a refrigerator in or near the room where breast milk may be stored.

Meal and Rest Breaks

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

Overtime

Connecticut employees who work in hotels or restaurants also earn overtime for all hours worked on their seventh consecutive day of work in one week.

Paid Sick Leave

This policy only applies when Partners Personnel has 11 or more employees in Connecticut.

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

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

"Mental health wellness day" means a day when an employee attends to their own emotional and psychological well-being instead of going to work.

Family member" includes the employee's:

- spouse or registered domestic partner;
- biological, adopted, or foster child, stepchild, or a child for whom the employee acts or acted as a parent;
- parent, including biological, foster, adoptive, step-parent, parent-in-law, legal guardian of the employee or employee's spouse, or a person who acts or acted as a parent to the employee;
- grandparent;
- grandchild, including those related by blood, marriage, adoption, or foster care by a child of the grandparent;

- sibling, including those related by blood, marriage, adoption by the employee's parent, or by foster care placement; and

- any other individual whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use paid sick days beginning on their 120th day the of employment , after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of unused earned sick leave to year-to-year.

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

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

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

Pay Transparency

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

Pregnancy Leave

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

Sexual Harassment Policy

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 Humans 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.

Connecticut Training

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

Volunteer Firefighter and Ambulance Service Members Leave

Connecticut employees who are active volunteer firefighters or members of a volunteer ambulance service or company may take unpaid time off to perform emergency duty.

To qualify for leave under this policy, once an employee is certified as a volunteer firefighter or member of a volunteer ambulance service or company, they must submit a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company notifying Partners Personnel of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company.

Employees must make every effort to notify Partners Personnel that they will be late to or absent from work to respond to an emergency fire or ambulance call prior to or during their regular workday. If they are unable to provide prior notification, employees must submit to Partners Personnel a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company explaining why the employee was unable to provide prior notification. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company verifying that such employee responded to a fire or ambulance call and specifying the date, time, and duration of such response. Employees must notify Partners Personnel of any change in their status as a volunteer firefighter or member of a volunteer ambulance service or company, including the termination of such status.

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

Civil Air Patrol Leave

Connecticut employees who are members of the civil air patrol may take unpaid leave for the following reasons:

- To respond as a member of the civil air patrol to an emergency (as declared by the state Governor or the U.S. President);
- To respond as a member of the civil air patrol to a request for assistance in an emergency, natural disaster, or life-threatening event; or
- To participate as a member of the civil air patrol in required emergency services training programs and exercises.

Employees must notify Partners Personnel if they are a member of the civil air patrol. Employees must provide as much notice as possible of the dates they will need to take leave under this policy. Employees will not be disciplined, discharged, or otherwise discriminated against because they are a member of the civil air patrol or took leave for work under this policy. Employees may be required to provide written verification of their civil air patrol service, such as a written statement from the commander or other officer in charge of the civil air patrol, indicating that the employee was engaged in an emergency service operation or training at the time of the absence.

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

Voting Leave

Connecticut employees who are eligible to vote in a state or special election, may take up to two hours of unpaid time off to vote on election day. Employees must provide Partners Personnel notice of their need to take time off under this policy at least two working days before an election.

Witness Duty Leave

Connecticut employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. **Connecticut** employees reporting misconduct will not have their names disclosed, unless required by law. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Workweek and Work Schedules

Employees will not be required to work more than 6 days in any calendar week.

Delaware

This addendum only applies to employees in Delaware. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

Delaware employees who are victims of crime, or who are legal representatives of a victim of crime, may take unpaid time off to (i) participate, at the prosecutor's request, in preparation for a criminal justice proceeding; (ii) attend a criminal justice proceeding if the attendance is reasonably necessary to protect the interests of the victim; or (iii) attend a criminal justice proceeding in response to a subpoena.

For purposes of this policy, a "victim of a crime" means the person identified as the victim of a crime in a police report, a criminal complaint or warrant, an indictment or other charging instrument. The phrase also includes a parent, guardian, or custodian of a victim who is unable to meaningfully understand or participate in the legal process due to physical, psychological or mental impairment. The following relatives of a deceased victim are also "victims" under this policy so long as they are not alleged to have committed or conspired to commit the crime at issue: spouse, adult child, stepchild, parent, or sibling. A "legal representative of a victim" is a member of the victim's family or an individual designated to represent the victim's interests by the victim themselves or a court in which the crime is being or could be prosecuted.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence, Sexual Assault, and Stalking Victim Accommodation

This policy applies only when Partners Personnel has four or more employees in Delaware.

Partners Personnel provides reasonable accommodations for known limitations due to employees' status as a victim of domestic violence, sexual assault, or stalking that don't cause an undue hardship on the Company. Reasonable accommodations are changes to an employee's work conditions that are necessary for them to perform their essential job functions. Reasonable accommodations can include making schedule or job duty changes and allowing employees to use their accrued leave to address their situation. This policy doesn't create any additional leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off, if practicable. Partners Personnel may request verification from a domestic violence or crime victim service provider, medical provider, mental health provider, law enforcement officer, court order, or family medical leave record before providing accommodations.

Partners Personnel will treat all information related to an employee's leave or reasonable accommodation under to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or reasonable accommodation in compliance with this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Delaware: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), marital status, genetic information, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, volunteer*

emergency responder status, status as a victim of domestic violence, sexual offenses, or stalking, reproductive health decisions, genetic information, military status, and family responsibilities

Information about the Delaware Division of Human Relations can be found at https://statehumanrelations.delaware.gov/ or by calling 877-544-8626.

Election Officer Leave

Delaware employees who are not in a critical need position may take time off work to serve as an election officer on an election day. Employees must have vacation available to use to take time off under this policy.

A "critical need position" is a position in the fields of public safety, corrections, transportation, health care, or utilities; a position in a company that has 20 or fewer employees; or a position in a business or industry for which it is necessary to be in service or operation on election days.

Isolation and Quarantine Leave

Employees will not be terminated if they are absent from work as a result of being isolated or quarantined during a public health emergency. Employees do not receive this protection if they are being quarantined because they refused to comply with an examination, treatment, or vaccination program. Employees should provide Partners Personnel with reasonable notice of the need for leave after receiving an isolation or quarantine order. Partners Personnel may require reasonable documentation of the order.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Delaware, this means they will be allowed to breastfeed in any public place where they are allowed to be.*

Pay Transparency

Delaware employees will be notified, in writing, of their wage rate and the day, hour, and place of payment upon hiring or change of position. Employees will also be notified, in writing, of any reduction in pay or change to the day, hour, or place of payment before the change takes effect.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Delaware employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty. Employees will not have their jury service fee deducted from their regular pay.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Meal and Rest Breaks

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

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

Sexual Harassment Policy

Delaware Training

While Partners Personnel has 50 or more employees in Delaware, all employees will receive sexual harassment training within one year of starting work and again every two years. Supervisor employees will receive sexual harassment training within one year of becoming a supervisor and again every two years.

Volunteer Emergency Responders Leave

This policy applies only when Partners Personnel has 10 or more employees.

Delaware employees who are volunteer emergency responders, including, volunteer firefighters, members of a ladies auxiliary of a volunteer fire company, volunteer emergency

medical technicians, or volunteer fire police officers, may take unpaid time off to respond to a government-declared state of emergency lasting up to seven consecutive days, to respond to a president-declared national emergency lasting up to 14 consecutive days, or for injuries they sustained when acting as a volunteer emergency responder. Employees who are essential state employees, members of the armed forces, members of the National Guard, employees of a licensed hospital, and employees of public utilities or providers of voice-over IP service or cellular telephone service who are necessary to either (i) maintain the integrity of network and facilities or (ii) assist first responders, are not eligible for leave under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and that they may be absent from work because of their status as a volunteer emergency responder. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the applicable volunteer department or another authorized individual confirming that the employee responded to an emergency, the date and time of the emergency, and the date and time they completed the volunteer emergency activities; a written statement signed by a medical professional or another authorized individual that the employee was seen by the medical professional, the date they was seen by the medical professional, and the estimated period that they will be partially or totally incapable of performing their job. Employees must also notify Partners Personnel of any change in their status as a volunteer emergency responder, including the termination of such status. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Delaware Notice and Acknowledgment of Electronic Monitoring

Employees should be aware that Partners Personnel electronically monitors the use of any Partners Personnel device or system as well as traffic on Partners Personnel internet. This includes the use of phones, email, computers, and other communication devices or systems. Employees should have no expectation of privacy regarding their internet or technology systems use and should not use Partners Personnel systems for information they wish to keep private.

I have received the notice and understand that Partners Personnel uses electronic monitoring.

Signature: _____

Name: _____

Date: _____

The District of Columbia

This addendum only applies to employees in The District of Columbia. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For District of Columbia employees, reimbursable expenses include the cost of purchasing and maintaining any tools required for the performance of their position and, if a uniform is required, the cost of purchasing, maintaining, and cleaning the uniform. It also includes the cost of business-related travel expenses.

Domestic Violence Leave

District of Columbia employees who are victims, or whose family members are victims of domestic violence, sexual assault, or stalking may take unpaid time off under this policy (as long as the employee is not the alleged perpetrator) to attend, participate in, or prepare for a criminal, civil, or administrative proceeding relating to the crime, including meetings with an attorney or law enforcement officials. For additional victim related leave see the Paid Sick Leave policy.

For purposes of this policy, "family member" means the employee's spouse (including domestic partners), parents of a spouse, children (including foster children and grandchildren), spouses of children, parents, siblings, spouses of siblings, child who lives with an individual and for whom the individual has permanent parental responsibility, person with whom an individual shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the individual maintains a committed relationship.

Partners Personnel will provide reasonable safety accommodations to an employee who is or has a family member who is a victim of domestic violence, sexual assault or stalking if the employee has disclosed the employee's or their family member's status as a victim to Partners Personnel; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel. A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation (typically for employees who are not remote), or any other reasonable adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees should provide notice as soon as practical.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure of such information is:

- Requested or consented to in writing by the employee;

- Required by applicable federal, state or local law;
- Necessary to protect other employees from imminent harm; and/or
- Necessary to provide reasonable accommodation.

Partners Personnel will notify the employee of any necessary disclosure.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking reasonable accommodation under this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In D.C.: age (18 and older), race, color, religion, national origin, sex (including pregnancy, childbirth, reproductive health decisions, breastfeeding, and related medical conditions), marital status, personal appearance (including style of dress and personal grooming), sexual orientation, gender identity or expression, family responsibilities (including being the subject of proceedings for child support payments), genetic information, disability, matriculation (for example, attending a university or a vocational school), political affiliation, status as a victim or family member of a victim of domestic violence, a sexual offense or stalking, creditworthiness, credit standing, credit capacity, credit history, military status, and genetic information*

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 Unpaid Family and Medical Leave

This policy applies only when Partners Personnel has 20 or more employees in the District of Columbia.

Partners Personnel provides family and medical leave in accordance with the District of Columbia Family and Medical Leave Act (DCFMLA).

Employees in the District of Columbia are eligible for DCFMLA leave if they have been continuously employed by Partners Personnel for at least one year and have worked at least 1,000 hours within the 12-month period before the leave.

Eligible employees may take up to 16 weeks of unpaid leave in a 24-month period for their serious health condition and an additional 16 weeks of unpaid leave in a 24-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- For placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility; or
- To care for the employee's family member with a serious health condition.

"Family member" for purposes of DCFMLA includes: any person to whom the employee is related by blood, legal custody, or marriage; any person with whom the employee has shared a committed relationship and a mutual residence in the last year; a foster child; and any child who lives with the employee and for whom the employee has permanently assumed parental responsibility or for whom the employee is the legal custodian.

Leave under this policy is unpaid. Employees may substitute any available vacation for unpaid DCFMLA leave. Leave under this policy will run at the same time as leave under the federal FMLA and the District's paid family leave program.

Employees can take medical leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work schedule basis when necessary. If the Company and employee agree to it, family leave to bond with a new child can be taken on a reduced schedule with the 16 weeks of family leave spread out over a 24-month period. Employees must provide Partners Personnel with prior notice of at least 30 days, if foreseeable, and make a reasonable effort to schedule the medical treatment to not unduly disrupt the Company's operations, subject to the approval of the patient's health care provider. If the need for leave is not foreseeable at least 30 days before leave will start, employees must notify the Company as soon as practicable, but no more than 5 days after leave starts.

Partners Personnel may require that employees provide a certification from a health care provider as to the date when the serious health condition began, its probable duration, appropriate medical facts that would entitle the employee to take leave, and an estimate of the amount of time that the employee will be unable to perform their job. If Partners Personnel has reason to doubt a certification's validity, Partners Personnel may require the employee to obtain a second opinion, approved and paid for by the Company. If the second opinion differs from the original certification, a third opinion may be obtained at the Company's expense from

a mutually agreed-upon health care provider. This third opinion is final and binding. Partners Personnel may require subsequent recertification on a reasonable basis.

During DCFMLA leave, Partners Personnel will maintain the employee's coverage under any applicable group health plan, at the same level and under the same conditions that coverage would have been provided if the employee were not on DCFMLA leave. Employees must continue to pay the employee portion of the insurance premium. Employees on DCFMLA leave will be entitled to all employment benefits and seniority accrued before the leave began, but they will not accrue seniority or benefits during DCFMLA leave.

Upon return from DCFMLA leave, employees will be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. However, if they are a salaried employee among the five highest paid employees (or ten percent highest paid employees if Partners Personnel has more than 50 employees), the employee may be denied reinstatement if Partners Personnel demonstrates a substantial economic injury to its operations not related to the leave and promptly notifies the employee of the denial and the reasons for it.

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

District of Columbia Paid Family and Medical Leave Insurance

D.C. Paid Family Leave is a District-run insurance program that may provide employees with partial wage reimbursement for family, medical, and parental leave.

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.

Eligible employees can take the following amounts of leave:

- 12 weeks of parental leave to bond with a new child during the first year after birth or placement for adoption or foster care;
- 12 weeks of family leave to provide care to a family member with a serious health condition;
- 12 weeks of medical leave for an employee's own serious health condition; and
- 2 weeks of 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.

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

Leave taken under this policy will run at the same time as leave taken under the federal FMLA or the DCFMLA. Employees can take this leave all at once or intermittently in increments of at least one 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.

Holidays

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees in the District of Columbia may also take an unpaid day off each year on April 16th, the District of Columbia Emancipation Day, if the time off does not disrupt the Company's business and make the achievement of product or service delivery unusually difficult. Employees must notify Partners Personnel of the desire for time off to celebrate the District of Columbia Emancipation Day at least 10 calendar days in advance. While the employee's time off is unpaid, employees may elect to use any available vacation for time off taken to celebrate this holiday.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty.

Full-time District of Columbia employees will receive their usual pay, less any fees received by the employees, for the first five days of jury service. To be eligible for this pay, full-time employees must have (i) accrued regular wages to be paid by Partners Personnel if the employee were not serving as a juror on that day; or (ii) worked more than half of a shift that would extend into another day if the employee were not serving as a juror on that day. Any additional days of leave to serve on a jury will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees. For employees who are not full-time, leave under this policy is unpaid, except that exempt salaried employees will

not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in the District of Columbia, this means the room will be sanitary, private, and close to the employee's work area.*

School-Related Events Leave

District of Columbia employees who are parents or guardians may take up to 24 hours of unpaid time off per 12-month period to attend or participate in school-related events for their child. A "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association, including: a student performance such as a concert, play, or rehearsal; a sporting game of a school team or practice; a meeting with a teacher or counselor; or any similar type of activity. A "parent or guardian" includes a: biological parent or their spouse or domestic partner; person with legal custody or their spouse or domestic partner; person who acts as a guardian or their spouse or domestic partner; and aunt, uncle, or grandparent or their spouse or domestic partner.

Employees must provide at least 10 days of advance notice of the need for leave under this policy unless the need for leave cannot be reasonably foreseen. Employees may be asked to provide reasonable documentation of the need to take this leave. Partners Personnel can deny a request for leave if the leave would disrupt the employer's business and make production or service delivery unusually difficult. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Employees will not lose any benefits or seniority for taking this leave.

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

Outside Employment Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Unless otherwise prohibited by law, the following types of outside employment are strictly prohibited: employment that conflicts with an employee's work schedule; employment that creates a conflict of interest with employees' responsibilities to Partners Personnel; *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.

Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 37 hours worked, up to a total of 7 days per year. Employees may use up to 7 days per year of paid sick leave for the following reasons:

- A mental or physical illness, injury or medical condition of an employee or the employee's family member, including for preventative care, diagnosis, or care;
- If the employee, or their family member, are a victim of domestic violence, sexual abuse, or stalking, to:
    - Seek medical attention for the employee or the employee's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;
    - Obtain services from a victim services Company;
    - Obtain psychological or other counseling;
    - Temporarily or permanently relocate;
    - Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence or sexual abuse; or
    - Take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a child and their spouse; a spouse or domestic partner; a parent or spouse's parent; a sibling and their spouse; grandchildren; and a person

with whom the employee has lived for at least the last twelve months. A child includes foster children and a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility.

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

If the need for paid sick leave is foreseeable, employees must provide at least ten days advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation may include a signed document from a health care provider affirming the illness of the employee; a police report indicating that the employee was a victim of stalking, domestic violence, or sexual abuse; a court order; or a signed statement from a victim or witness advocate, or domestic violence counselor affirming that the employee is involved in legal action related to stalking, domestic violence, or sexual abuse.

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

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

Pay Transparency

District of Columbia employees will be provided a notice of hire containing wage rate and other payment details upon hiring or any time the information changes. Both employee and employer will receive a signed copy of the notice.

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel 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 Partners Personnel 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 30 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 30 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.

Sexual Harassment Policy

District of Columbia Training

If Partners Personnel has one or more tipped workers, all owners, managers, and employees will receive sexual harassment training. All newly hired employees will receive training within 90 days of hire. Training may be conducted either online or in-person, but all managers will receive in-person training at least once every two years. Training will be conducted at least every two years.

District of Columbia Voting Policy

D.C. employees who are eligible to vote (either in D.C. or another jurisdiction where they are eligible) may take up to two hours of paid time off to vote if they would have been scheduled to work during the time requested.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. Partners Personnel reserves the right to determine which hours employees may take off to vote, including during early voting.

Florida

This addendum only applies to employees in Florida. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Civil Air Patrol Leave

This policy applies only when Partners Personnel has 15 or more employees.

Florida employees and independent contractors who have worked for Partners Personnel for at least 90 days and are senior members of the Florida Wing of the Civil Air Patrol with an emergency services qualification may take up to 15 days of unpaid time per year for a civil air patrol mission duty or training.

Employees and independent contractors must provide reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee or independent contractor for requesting or taking leave in compliance with this policy.

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

Partners Personnel will generally permit employees and independent contractors who have taken leave under this policy to return to work after taking leave unless: (i) the Company's circumstances have changed to make employment impossible or unreasonable, (ii) reinstatement would impose an undue hardship on Partners Personnel, (iii) Partners Personnel engaged the worker for a brief, nonrecurring period without any reasonable expectation that the employment or consulting period would continue indefinitely or for a significant period, or (iv) Partners Personnel had legally sufficient cause to terminate the employment relationship at the beginning of the leave. If entitled to reinstatement, employees and independent contractors returning from leave are entitled to the seniority they would have held or attained had they remained continuously employed.

Domestic Violence Leave

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

Florida employees who have worked for Partners Personnel for at least three months may take up to 3 days of unpaid time off in any 12-month period if the employee or their family or household member is a victim of domestic violence or sexual assault. Employees may use this leave to:

- Seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence, or to otherwise attend court hearings;

- Obtain medical care, mental health counseling, or both, for the employee or their family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;

- Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;

- Make the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or

- Seek legal assistance to address issues arising from the act of domestic violence or sexual violence, or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

For purposes of this policy, "family or household member" means the employee's spouse, former spouse, person related by blood or marriage, person with whom the employee currently resides as if a family (or with whom the employee resided in the past as if a family), and people who are parents of a child in common regardless of whether they have been married. Except for people who have a child in common, the family or household members must be currently residing in the same single dwelling unit or have done so in the past.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees seeking to take leave under this policy must first use and exhaust any available accrued vacation for the absence.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Florida: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, handicap, military status, and marital status*

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).

Immigration law Compliance

In Florida, Partners Personnel uses the federal government's E-Verify system when hiring new employees and any rehires while the company has 25 or more employees in Florida.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Florida employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Florida, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Breaks

Non-exempt Florida employees under 16 who work at least four continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Non-

exempt Florida employees aged 16-17 are entitled and expected to take an unpaid, off-duty, 30-minute meal break after four hours of continuous work if they work eight or more hours in their workday. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Voting Policy

Partners Personnel will not discharge or threaten to discharge any employee for voting or not voting in any election, state, county, or municipal, for any candidate or measure submitted to a vote of the people.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures. In **Florida**, misconduct includes conduct that creates specific and significant danger to public welfare, health or safety.

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

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

4. Lawfully report or threaten to report misconduct by Partners Personnel;
5. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or
6. 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 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Florida employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including for discovery proceedings. Employees may also take leave under this policy to appear in a juvenile proceeding involving their child or ward. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Georgia

This addendum only applies to employees in Georgia. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Georgia: race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, military status, and genetic information (including family medical history)*

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.

Immigration Law Compliance

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

This policy only applies while Partners Personnel has 10 or more employees in Georgia.

In Georgia, Partners Personnel uses the federal government's E-Verify system when hiring new employees and any rehires while the organization has 10 or more employees in Georgia.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. All Georgia employees (exempt and non-exempt) will be paid their regular wages while on jury duty, to the extent required by applicable law, less any amounts the employee receives from the court or state.

After receiving a summons for jury duty, employees must notify Partners Personnelas soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***Georgia*** *employees may take military leave to participate in assemblies or annual training and they may take up to six months to attend service school conducted by the U.S. armed forces per four-year period.*

Sick Leave

This only applies while Partners Personnel provides sick 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.

Voting Leave

Georgia employees who are eligible to vote in any municipal, county, statewide, or federal political party primary or election may take up to two hours of unpaid time off to vote either on election day or one of the days designated for advanced in-person voting.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty Leave

Georgia employees who are obligated to appear in court in response to a subpoena or other court order or process may take unpaid time off to attend judicial proceedings unless they are the one charged with a crime. 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 Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who are scheduled to work Saturday or Sunday may request a reasonable accommodation if the work conflicts with their religious day of worship.

Hawaii

This addendum only applies to employees in Hawaii. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Domestic Violence and Sexual Assault Leave

Hawaii employees who have worked for the Company for at least 6 consecutive months may take a reasonable period of unpaid time off, not to exceed 30 days in any 12-month period if the employee or their minor child is a victim of domestic or sexual violence. Employees may use this leave to:

- Seek medical attention for the employee or their minor child;
- Recover from physical or psychological injury or disability caused by domestic or sexual violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Temporarily or permanently relocate;
- Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic or sexual violence; or
- Take other actions to enhance the physical, psychological, or economic health or safety of the employee or their minor children (or to enhance the safety of those who associate with or work with the employee).

A reasonable period of time means:

- If leave is taken due to physical or psychological injury or disability to the employee or the employee's minor child, the period of time the attending healthcare provider determines to be necessary, considering the condition of the employee or their minor child and the job requirements; or

- If leave is taken due an employee's need to take legal or other actions (including preparing for or participating in a civil or criminal proceeding, obtaining services from a victim services organization, or permanently or temporarily relocating), the period of time necessary to complete the activity as determined by (i) the employee's or their minor child's attorney or advocate, (ii) a court, or (iii) personnel of the relevant victim services organization.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A certificate from a healthcare provider estimating the amount of leave the employee requires and when that leave should commence and terminate;

- A medical certificate from the employee's attending healthcare provider attesting to the employee's condition and approving their return to work; or

- A signed statement (executed within a reasonable period after the Company's request), that the employee or their minor child is a victim of domestic or sexual violence and leave is needed for one of the purposes in this policy.

If the leave exceeds five days in a calendar year, the documentation should be provided by one of the following methods:

- A signed written statement from (i) an employee, agent, or volunteer of a victim services organization; (ii) the employee's attorney or advocate; or (iii) a medical or other professional from whom the employee or their minor child has sought assistance related to the domestic or sexual violence; or

- A police record related to the domestic or sexual violence such as a restraining order or harassment injunction.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential except to the extent that disclosure is: (i) requested or consented to by the employee; (ii) ordered by a court or administrative agency; or (iii) otherwise required by applicable federal or state law.

Upon return from leave under this policy, the employee will return to their original job or to a position of comparable status and pay, without the loss of accumulated service credits and privileges.

Employees seeking to take leave under this policy must first exhaust any available vacation and/or sick leave and any paid or unpaid leave that is available under federal, state, or local law (such as leave under the federal Family and Medical Leave Act).

Partners Personnel will make reasonable accommodations in the workplace for an employee who is a victim of domestic or sexual violence. These accommodations may include, but are not limited to:

- Changing the employee's telephone, fax, or email contact information;
- Screening the employee's telephone calls;
- Restructuring the employee's job functions;
- Changing the employee's work location;
- Installing locks and other security devices; or
- Allowing the employee to work flexible hours, if it does not cause an undue hardship to the Company's operations.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Hawaii: race, sex (including gender identity or expression), sexual orientation, age, religion, color, ancestry, disability, genetic information, marital status, arrest and court record, reproductive health decisions, domestic or sexual violence victim status if the victim provides notice to the Company of that status or the Company has actual knowledge of that status, opposition to discrimination or being associated with a person who opposes discrimination, breastfeeding or expressing milk at the workplace,*

pregnancy, credit history, conviction record, military status, garnishee status or petitioner under the Bankruptcy Act, and status as an employee covered by Hawaii's Workers' Compensation Act

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

This policy applies only when Partners Personnel has 100 or more employees in Hawaii for each working day during 20 or more weeks in the current or prior calendar year.

Partners Personnel provides family leave in accordance with the Hawaii Family Leave Act (HFLA).

Hawaii employees are eligible for HFLA leave if they have worked for Partners Personnel for at least six consecutive months prior to the leave. Eligible employees may take up to four weeks of unpaid leave in a 12-month period 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 or reciprocal beneficiary, sibling, grandchild, or parent with a serious health condition.

For purposes of the HFLA, a "child" may be any age and includes a biological, adopted, or foster child, a stepchild, or a legal ward of the employee. "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 brother or sister, step-brother, or step-sister.

For purposes of the HFLA, a "reciprocal beneficiary" is defined as two adults who are parties to a valid reciprocal beneficiary relationship, which requires that: (i) each party is at least 18 years old; (ii) neither party is married or party to another reciprocal beneficiary relationship; (iii) the parties are legally prohibited from marrying each other; (iv) each party voluntarily consents to the relationship; and (v) each party signs a declaration acknowledging the reciprocal beneficiary relationship.

HFLA leave is unpaid. Employees may substitute any available vacation for unpaid HFLA leave.

HFLA leave may be taken intermittently. Employees must take this leave in one-hour increments or in the increments used by the Company's payroll system to track leave, whichever is shorter. Employees taking HFLA leave must provide Partners Personnel with 30 days' prior notice of the need for leave it's foreseeable. If prior notice isn't feasible, employees should give at least 2 days' notice, which can be oral.

Partners Personnel may require employees provide written certification for leave. For leave based upon the birth of a child, certification must be issued by a health care provider or family court. For leave pursuant to a child's placement for adoption, certification must be issued by a recognized adoption agency, the attorney handling the adoption, or the person officially designated by the birth parent to select and approve the adoptive family. For leave to care for a child, spouse, or parent with a serious health condition, certification must be issued by the health care provider of the person requiring care.

Upon return from HFLA leave, employees will be restored to their previous position or restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If Partners Personnel experiences a layoff or workforce reduction during an employee's leave and the employee would have lost a position, had they not been on HFLA leave, the employee is not entitled to reinstatement in the former or equivalent position. Employees who take HFLA leave will not lose any employment benefit accrued before the date when leave began, except for any paid leave that may be used for the HFLA leave.

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

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Hawaii employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Meal and Rest Breaks

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

Organ, Bone Marrow, or Peripheral Blood Stem Cell Donation Leave

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

Hawaii employees who have worked for Partners Personnel for at least one year may take up to 7 days of unpaid leave per year to serve as a bone marrow or peripheral blood stem cell donor and up to 30 days of leave to serve as an organ donor.

{company}} can require that employees use up to three days of available vacation for bone marrow or peripheral blood stem cell donor leave and up to two weeks of accrued but unused vacation for organ donor leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including written verification of the need for the leave stating that the employee is a bone marrow, peripheral blood stem cell, or organ donor and that the donation is medically necessary.

Upon return from leave, Partners Personnel will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against an employee for taking leave under this policy. Leave under this policy is in addition to any leave Hawaii employees may be able to take under the federal Family and Medical Leave Act and the Hawaii Family Leave Law.

Pay Transparency

Hawaii employees will be provided with written notice of their wage rate and the day, hour, and place of payment at the time of hiring. Current employees will be provided with a written notice, or a notice will be posted any time that information changes.

Pregnancy Leave

Hawaii employees may take unpaid time off for a reasonable period due to pregnancy, childbirth, or related medical conditions. A reasonable period will be determined by the employee's physician, with regard for their physical condition and the job requirements. Partners Personnel may request a doctor's certificate estimating the length of leave and the estimated commencement and termination dates of leave required.

Upon returning from leave, employees will be reinstated to their original job or to a position of comparable status and pay, without loss of accumulated service credits and privileges. Partners Personnel may request, prior to the employee's return, a medical certificate from their physician attesting to the employee's physical condition and approving them to return to work.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Hawaii employees may take unpaid time off to appear in court to serve as a witness or prospective witness. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy receiving or receiving or responding to a summons.

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

Idaho

This addendum only applies to employees in Idaho. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement,

promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Idaho: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Idaho employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***Idaho** employees who are members of the state uniformed services may take up to 15 days of military leave per year.*

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

- ***Idaho** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.*

Illinois

This addendum only applies to employees in Illinois. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

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

This policy applies to Illinois employees who: (i) have worked for Partners Personnel for at least 12 months prior to the date on which the leave starts; (ii) have worked at least 1,250 hours during the 12-month period preceding the leave; and (iii) are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to 10 days of unpaid bereavement leave: (1) to attend a funeral (or funeral alternative) of a covered family member; (2) to make arrangements because of the death of a covered family member; (3) to grieve the death of a covered family member; (4) after a miscarriage; (5) after an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (6) after a failed adoption match or an adoption that is not finalized because it is contested by another party; (7) after a failed surrogacy agreement; (8) after a diagnosis that negatively impacts pregnancy or fertility; or (9) after a stillbirth. Leave can also be used to attend the funeral or alternative to a funeral of a child, to make arrangements necessitated by the death of a child, and to grieve the death of a child. Leave need not be taken consecutively but must be completed within 60 days of the qualifying event. If an employee experiences more than one qualifying event in a 12-month period, they can take up to 30 working days of bereavement leave during the 12-month period.

For the purpose of this policy “covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

In addition to the leave above, full-time employees who have worked for the Company for at least 2 weeks may take unpaid leave if they experience the loss of a child by suicide or homicide. While the Partners Personnel has 250 or more employees in Illinois this leave cannot exceed 12 weeks. While the Partners Personnel has fewer 250 employees in Illinois this leave cannot exceed 6 weeks. This leave must be completed within one year of the employee notifying Partners Personnel of the loss. Employees who are entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) may choose to substitute any period of that leave for an equal amount of this leave.

Bereavement leave draws from the same pool of leave that is available to employees under the FMLA, so it may not be used to exceed unpaid time off time allowed under the FMLA. If an employee has exhausted their 12 weeks of FMLA leave in a 12-month period, the employee will not be able to take bereavement leave under this policy during that 12-month period.

Employees must provide Partners Personnel at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a death certificate, published obituary, written verification of death, burial, or memorial services from the mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Employees may use available vacation during unpaid time off taken under this policy.

Business Expense Reimbursement Policy

For **Illinois** employees, reimbursable expenses include all necessary costs employees incur while doing their job that primarily benefit Partners Personnel.

Civil Air Patrol Leave

Illinois employees are eligible for civil air patrol leave if they have (i) been employed by Partners Personnel for at least 12 months and (ii) provided at least 1,250 hours of service during the 12-month period immediately before the start of leave.

Eligible employees who are volunteer members of the civilian auxiliary of the U.S. Air Force may take up to 30 days of unpaid time off under this policy to perform air patrol missions. When possible, employees who take civil air patrol leave must schedule the leave in consultation with Partners Personnel and at a time that does not unduly disrupt the Company's operations.

Employees must provide at least 14 days' notice of the need for leave if taking five or more days of leave and as much notice as possible if taking less than five consecutive days of leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification from the relevant civil air patrol authority to verify the employee's eligibility for the leave. Although leave is unpaid, employee benefits will generally continue during the time of leave.

Domestic Violence and Crime Victim Leave

Illinois employees who are victims of, or have a family or household member who is a victim of domestic, gender, or sexual violence, or any other crime of violence may take up to 12 weeks of unpaid time off during any 12-month period, provided the employee is not the alleged perpetrator. Eligible employees may use this leave to:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, gender, or sexual violence to the employee or their family or household member;

- Obtain services from a victim services organization for the employee or their family or household member;

- Obtain psychological or other counseling for the employee or their family or household member;

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family or household member from future violence or ensure economic security; or

- Seek legal assistance to ensure the health and safety of the employee or their family or household member, including preparing for or participating in any civil or criminal legal proceeding related to an incident of domestic, gender, or sexual violence.

Eligible employees may use a total of 10 additional days of unpaid leave for the following purposes:

- attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;

- making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or

- grieving the death of a family or household member who is killed in a crime of violence.

Leave taken for these purposes is subject to the Illinois Bereavement Leave policy and does not create any additional bereavement leave. This leave must be completed within 60 days after an employee receives notice of the death.

For purposes of this policy, “family or household member” means a spouse, parent, son, daughter, party to a civil union, grandparents, grandchildren, sibling, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and a person jointly residing in the same household, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee.

This policy does not create a right for an employee to take unpaid time off that exceeds the unpaid time off time allowed under FMLA. Any leave taken under this policy is not in addition to the unpaid time off allowed under the FMLA.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance; a police report or court record; a sworn statement from the employee; a death certificate, obituary, or funeral documentation; or other corroborating evidence.

While on leave under this policy, employees must provide Partners Personnel with periodic reports (at least every 30 days) about the status of the employee's leave and any change in their plans to return to work. During the leave period, Partners Personnel will maintain an employee's health benefits as if they continued to be actively employed. If an employee chooses not to return to work at the end of the leave period, the employee must reimburse Partners Personnel for any health benefit premiums paid to maintain the employee's coverage during the leave, unless the employee cannot return to work because of continuation, reoccurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential and will only disclose such information when required by law, to ensure workplace safety, or with the employees' written consent. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

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

Election Judge Leave

This policy applies only when Partners Personnel has 25 or more employees.

Illinois employees who are appointed to serve as an election judge may take unpaid time off to serve as election judges.

Employees must provide Partners Personnel with at least 20 days' advance notice of their need to take time off under this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Illinois: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group,*

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

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).

Family Neonatal Intensive Care Leave

This policy applies only when Partners Personnel has 16 or more employees.

Partners Personnel provides leave that complies with the Illinois Neonatal Intensive Care Leave Act.

Employees may take up to 20 days of unpaid leave while their child is a patient in a neonatal intensive care unit (NICU). This leave may be taken continually or intermittently. This leave separate from leave under the federal Family and Medical Leave Act. Employees can use any available paid leave while taking unpaid leave under this policy.Employees may be required to provide reasonable verification of their child's length of stay in a NICU.

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 the employee's leave, the employee would have lost their position because of a layoff or workforce reduction. During leave, Partners Personnel will maintain health insurance coverage and any benefits employees accrued before they took leave.

Pay Transparency

Illinois employees will be provided with their wage rate and the time and place of payment upon hire. Employees will also be notified of any changes to that information before the change occurs. While Partners Personnel has **15 or more employees** job postings will include the pay scale and benefits information for the position. This applies to postings for jobs performed at least partly in the state as well as jobs where the employee will report to a supervisor, office, or other work site in Illinois.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Illinois employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees who regularly work a night shift will not be required to work the night shift if they are performing jury duty during the day.

Employees must provide Partners Personnel reasonable advance notice of jury duty service as soon as possible, but no later than ten days after receiving a notice or summons. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon returning from jury duty leave, employees will be reinstated to their position without loss of seniority and will be entitled to participate in insurance or other benefits offered by Partners Personnel under its established rules and practices.

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

Lactation Accommodation

Employees can take as much paid break time as necessary to express milk for up to 1 year after the birth of their child and won't be required to use any other paid leave during this leave. Breaks may not be paid if doing so would cause an undue hardship on the Company.

Meal and Rest Breaks

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

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

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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.

- ***Illinois*** *active military and veteran employees who are trained to participate in funeral honors detail may take up to 8 hours of paid military leave per calendar month (40 hours per calendar year) to participate in funeral honors detail, in addition to their leave for active service. Employees do not need to exhaust other available leave before taking leave to participate in funeral honors detail*.

Specific rules and exceptions are as follows:

- ***Illinois*** *employees may take leave under the Illinois Military Family Leave Act (IMFLA) if the employee has been continuously employed by Partners Personnel for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately before any military leave begins. Military leave under the IMFLA extends to service members called to active military duty for more than 30 days, as well as their spouses, parents, children, or grandparents.*

Employees may take leave under the FMLA or applicable law.

- ***Illinois*** *employees eligible for military leave under the IFMLA may take up to 30 days of unpaid military leave. Before taking this leave, employees must first exhaust any available paid vacation or personal days, but not sick days.*

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, employees should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless it is impossible or unreasonable to give advance notice.

- ***Illinois*** *employees that are eligible for leave under the IMFLA must give at least 14 days' notice of the intended start of the leave if the leave will consist of 5 or more consecutive workdays.*

- Employees taking leave to participate in military funeral honors detail must provide reasonable advance notice of the need for leave. Employees may be required to provide proof of participation.

Illinois Paid Leave for Any Reason

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

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

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

If the need for paid leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of the Company. If the need for paid leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees will not be required to provide any documentation or certification to support their need to for leave.

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

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

Chicago, Illinois Paid Leave and Paid Sick and Safe Leave

Employees who work at least 80 hours in Chicago in any 120-day period are eligible for paid leave and paid sick leave under this policy. Employees accrue one hour of paid leave and one hour of paid sick leave for every 35 hours worked, up to 40 per year of each. Employees may use paid leave for any reason. Employees may use paid sick leave for the following reasons:

- The employee is ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;

- A covered family member is ill or injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;

- The employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a family member whose school, class, or place of care has been closed;

- The employee, or a covered family member, is the victim of domestic violence or a sex offense (stalking, aggravated stalking, cyber stalking);

- The employee obeys an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee: to stay at home to minimize the transmission of a communicable disease, to remain at home while experiencing symptoms or sick with a communicable disease, to obey a quarantine order issued to the employee, or to obey an isolation order issued to the employee; or

- Other reasons provided under applicable law.

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

Employees are entitled to use paid leave after 90 days of employment and paid sick leave after 30 day of employment, after which they may use paid sick days as they are accrued. Employees may take paid sick leave in increments of no less than two hours. Employees may take paid leave in increments of no less than four hours. Employees carryover to the next year up to 16 hours of unused paid leave.Employees carryover to the next year up to 80 hours of paid sick leave.

If the need for paid leave is foreseeable, employees must provide seven days advance notice to the Company. Employees must receive preapproval before using paid leave so that doing so doesn't disrupt business operations. The approval process will consider the following factors:

- Whether granting paid leave during a particular time period would significantly impact business operations.

- Whether Partners Personnel provides a need or service critical to the health, safety, or welfare of the people of Chicago.

- Whether similarly situated employees are treated the same for the purposes of reviewing, approving, and denying paid leave.

- Whether the employee has meaningful access to use all their Paid Leave over the 12-month period.

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

Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon separation. All unused paid leave will be paid out upon separation.

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

Cook County, Illinois Paid Leave for Any Reason

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

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

If the need for paid leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of the Company. If the need for paid leave is unforeseeable,

employees must provide notice of the need for the leave as soon as practicable. Employees will not be required to provide any documentation or certification to support their need to for leave.

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

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

Pregnancy, Childbirth, and Childrearing Leave

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

To the extent that Partners Personnel offers non-disability leaves of absence, Illinois employees are entitled to time off for childrearing purposes under the same terms and conditions applicable to such leaves of absence.

School Visitation Leave

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

Illinois employees who work at least half time and have worked for Partners Personnel for at least six months may take up to four hours of unpaid time off per day (not to exceed eight hours per school year) to attend school conferences, behavioral meetings, or academic meetings related to their child if the conference or meeting cannot be scheduled during non-work hours.

Employees must provide at least 7 days (or 24 hours in the case of an emergency) of advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school administrator which includes the exact time and date the school visitation occurred and ended. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

An employee who utilizes or seeks to utilize leave under this policy may elect to make up the time taken on a different day or shift. Partners Personnel will make a good faith effort to permit an employee to make up the time taken for purposes of this policy; however, if no reasonable opportunity exists for them to make up the time, they will not be paid for the time. A reasonable opportunity to make up the time taken does not include scheduling make-up time in a manner that would require the payment of wages on an overtime basis.

Employees must first exhaust all available vacation before requesting leave pursuant to this policy.

Sexual Harassment Policy

Local Protections

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.

Illinois Training

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

Volunteer Emergency Worker Leave

This policy only applies when Partners Personnel is in a municipality with a population of less than 7,500.

Illinois employees who are qualified volunteer firefighters emergency medical technicians, ambulance drivers and attendants, first responders, auxiliary public safety officials, and volunteers under the Illinois Emergency Management Agency Act may take unpaid volunteer emergency worker leave if they are responding to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or government entity that the employee services stating that they responded to an emergency and the time and date of the emergency. Partners Personnel

will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

Illinois employees who are eligible to vote in any primary, general, special election, or any Illinois election where propositions are submitted to a popular vote may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures. In **Illinois**, misconduct includes conduct that poses a substantial and specific danger to employees, public health, or safety.

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

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

7. Lawfully report or threaten to report misconduct by Partners Personnel;

8. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

9. 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 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Illinois employees who witness a crime may take unpaid time off to appear in court to comply with a subpoena or court order to attend a criminal proceeding related to the crime. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees will be scheduled for at least 24 consecutive hours off every consecutive seven-day period they work.

Indiana

This addendum only applies to employees in Indiana. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Indiana: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, citizenship status, and military status*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Indiana employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

If Partners Personnel has 10 or fewer full-time employees, and one employee is already serving jury duty, the court will postpone and reschedule the service of a summoned juror upon request.

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***Indiana** employees who are members of the state uniformed services may take up to 15 days of military leave per year.*

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, employees should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless it is impossible or unreasonable to give advance notice.

- ***Indiana** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.*

Family Leave:

- *When Partners Personnel has 50 more employees for at least 20 calendar workweeks, employees who are the spouse, parent, grandparent, child, or sibling of an active duty servicemember may take up to 10 days of unpaid time off 30 days before, during, and 30 days after the servicemember's active duty. To be eligible for this leave an employee must have worked for Partners Personnel for at least 12 months and worked at least 1,500 hours during that time. 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 under this policy and may be required to do so by Partners Personnel.*

Volunteer Emergency Responder Leave

Indiana employees who are volunteer firefighters, volunteer emergency medical services providers, or members of the civil air patrol may take unpaid time off to fulfill their emergency duties with these organizations. If an employee is injured while acting as a volunteer firefighter or emergency medical service providers, they may take up to six months of unpaid time off to recover.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may prohibit the employee from taking leave on the grounds that they are an essential employee to Partners Personnel. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from their superior at the organization stating the nature and duration of the emergency to which they responded or from a physician regarding the injury and its connection with the emergency response duty. Employees must notify Partners Personnel in writing that they are a member of one of these organizations. Only non-essential Partners Personnel employees are eligible for leave. If employees are ineligible for leave, they should notify their superior at the respective organization of the ineligibility.

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

Indiana Civil Air Patrol Leave

Indiana employees who are members of the civil air patrol may take unpaid leave for the following reasons:

- To be absent from work in order to engage in an emergency service operation that began before the start of their shift; or

- To leave work to engage in an emergency service operation if the operation begins after they have reported for work.

If an employee must leave work after reporting, they must receive permission from their supervisor before leaving. Employees must notify Partners Personnel if they are a member of

the civil air patrol in writing. Employees must provide as much notice as possible of the dates they will need to take leave under this policy. Employees will not be disciplined, discharged, or otherwise discriminated against because they are a member of the civil air patrol or took leave for work under this policy. Employees may be required to provide written verification of their civil air patrol service, such as a written statement from the commander or other officer in charge of the civil air patrol, indicating that the employee was engaged in an emergency service operation or training at the time of the absence.

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

School Visitation Leave

Indiana employees may take unpaid leave to attend 1 truancy-related attendance conference or case conference committee meeting for their child per year. For the purpose of this policy, "child" means a biological child, adopted child, foster child, or stepchild. Employees can't take more time off than is reasonably necessary to attend and travel to and from the meeting.

Employees must provide at least 5 days' advance notice of the need for leave under this policy. Employees should make a reasonable effort to schedule the meeting online. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Witness Duty Leave

Indiana employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Iowa

This addendum only applies to employees in Iowa. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Elected Official Leave

This policy applies only when Partners Personnel has 20 or more full-time employees.

Iowa employees who are elected to a municipal, county, state, or federal office may take unpaid time off to serve in that office, except where prohibited by federal law. Employees must provide Partners Personnel reasonable advance written notice of the need for leave under this policy. Employees who take such leave will not lose any net credited services or benefits earned, such as other earned leave. However, Partners Personnel will not provide any pension, health, or other benefits during the leave of absence under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Iowa: age, color, creed, disability, including HIV-positive status, national origin, pregnancy, race, religion, sex, sexual orientation, military status, and genetic testing*

Information about the Iowa Civil Rights Commission can be found at https://icrc.iowa.gov/ or by calling 515-281-4121 or 1-800-457-4416.

Holidays

If the Company does not recognize Veterans Day, November 11, as a Holiday, **Iowa** veterans may receive the day off, unpaid, if they provide at least one month's advance notice and provide proof-of-service documentation. Leave may be denied if it would impact public health or safety, or it would cause the Company significant economic or operational disruption. At least 10 days before Veterans Day, Partners Personnel will provide employees requesting Veterans Day leave notice of approval or rejection of the request and notice of whether leave will be paid or unpaid.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Iowa employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Meal and Rest Breaks

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

Pregnancy Leave

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

Iowa employees will be given the necessary unpaid leave for the period that an employee is disabled, up to eight weeks, due to pregnancy, miscarriage, childbirth, abortion, and recovery from each. Employees should give timely notice to Partners Personnel to request such leave. Partners Personnel may request a doctor's certificate stating that the employee is not able to reasonably perform the duties of their employment.

Volunteer Emergency Service Provider and Civil Service Leave

Iowa employees who are volunteer firefighters, reserve peace officers, emergency medical care providers, or other personnel having voluntary emergency service duties, may take unpaid time off to fulfill such duties. Iowa employees who are members of the civil air patrol may take unpaid time off to (1) answer a call to temporary active duty, (2) participate in training, or (3) participate in civil air patrol missions. Employees must give Partners Personnel written notice that they are a member of such a unit or organization.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for joining such a unit or organization.

Voting Leave

Iowa employees who are eligible to vote in any state election, including a primary or general election, may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy prior to election day. Time off should be taken when specified by Partners Personnel.

Witness Duty Leave

Iowa employees who are witnesses in a criminal proceeding or a plaintiff, defendant, or witness in an elder or domestic abuse civil proceeding may take unpaid time off to serve as a witness in such 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discharge, discriminate, or retaliate against any employee or take or fail to take action regarding an employee's promotion or proposed promotion or reduce an employee's wages or benefits for actual time worked for requesting or taking leave in compliance with this policy.

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

Kansas

This addendum only applies to employees in Kansas. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Domestic Violence Leave

Kansas employees who are victims of domestic violence or sexual assault may take up to 8 days of unpaid time off each year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child or children;
- Seek medical attention for injuries caused by the crime;
- Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of the crime; or
- Make court appearances related to the crime.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if feasible. If advance notice is not practical, employees must provide certification of their leave within 48 hours of the start of the absence. Employees must submit reasonable documentation of the need for this leave within 48 hours of return to work, including, but not limited to:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Kansas: race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, age, disability, genetic information, military status, victims of domestic violence, and victims of sexual assault*

Information about the Kansas Human Rights Commission can be found at http://www.khrc.net/ or by calling 785-296-3206.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Kansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon return to employment from jury duty, the employee will be returned to their position of employment without loss of seniority and will be entitled to participate in insurance or other benefits Partners Personnel pursuant to its established rules and practices.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Kansas, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***Kansas*** *employees who are members of the state uniformed services may take up to 10 days of military leave per year.*

Overtime

Kansas employees who are not subject to the Fair Labor Standards Act will earn overtime of 1.5x their regular wage for each hour over 46 that they work in one week.

Pregnancy Leave

This policy applies only when Partners Personnel has four or more employees in Kansas.

Kansas employees may take a reasonable amount of unpaid time off for pregnancy. Upon return from a pregnancy-related leave of absence, the employee will be reinstated to their original job or to a position of like status and pay without loss of service, credits, seniority or other benefits.

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel 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 Partners Personnel 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 30 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 30 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.

Volunteer Emergency Service Provider Leave

Kansas employees will not be discharged because they perform their duties as a volunteer firefighter, volunteer certified emergency medical services attendant, volunteer reserve law enforcement officer, or volunteer part-time law enforcement officer.

Voting Leave

Kansas employees who are eligible to vote at an election conducted by a county election officer in Kansas may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel but will not be during an employee's regular lunch period.

Kentucky

This addendum only applies to employees in Kentucky. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Adoption Leave

Kentucky employees who make a written request for leave under this policy may take a reasonable amount of unpaid time off, not to exceed six weeks, for the purpose of receiving an adoptive child under the age of 10. Partners Personnel may choose to provide additional time at its discretion. Requests for such leave should be made in writing a reasonable amount of time before the leave is needed.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Kentucky: race, disability, color, religion, national origin, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, genetic information, age (over 40), status as a smoker or non-smoker, membership in the Kentucky National Guard or Kentucky active militia, military status, garnishment for any indebtedness, and child support withholding*

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).

Election Official Leave

Employees who are election officers may take unpaid time off to attend training or perform their duties as an election officer. Employees may take up to one workday's worth of time off, and they may spread that time across multiple days. Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Employees will not be discharged, threatened, or penalized for requesting or taking leave under this policy.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Kentucky employees with unpaid time off to respond to a summons, serve as a juror, or attend court for prospective juror service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to respond to a summons, serve as a juror, or attend court for prospective juror service, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement, non-exempt Kentucky employees are entitled to unpaid meal breaks of reasonable lengths. The breaks should be taken as close to the middle of an employee's shift as possible, but not less than three or more than five hours after the employee's shift begins. Employees will be relieved of all duties for the full meal breaks.

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

All employees are entitled to a 10-minute rest break for each four hours of work. Rest breaks are in addition to regularly scheduled meal breaks. Failure to take full meal and rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Overtime

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

Pregnancy Leave

Partners Personnel will make reasonable accommodations for Kentucky employees who request an accommodation related to pregnancy, childbirth, or a related medical condition. Such accommodations may include, but are not limited to, time off to recover from childbirth. Partners Personnel will not discriminate against employees due to pregnancy, childbirth, and related medical conditions, including the right to reasonable accommodations.

Volunteer Emergency Service Provider Leave

Kentucky employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, civil air patrol members, or emergency management agency members, may take unpaid time off to fulfill such duties. Eligible employees may also take up to 48 hours off after an emergency that is significant enough to disrupt the emergency services unit's normal response strategies. Employees must give Partners Personnel written notice that they are a member of such a unit or organization.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency. Partners Personnel will not discriminate or retaliate against any employee for joining such a unit or organization.

Employees who are volunteers with one of the organizations or units above and are injured in the line of duty and are unable to return to work may take up to 12 months of time off. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor of the organization or unit about the injury and from a licensed practicing physician stating that the employee is injured and a date for their return to work.

Voting Leave

Kentucky employees who are qualified and registered to vote may take at least four hours of unpaid time off to vote on election day in any municipal, county, state, or federal election or to appear before a county clerk to request an application for or to execute an absentee ballot.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Employees will not be discharged, threatened, or penalized for requesting or taking leave under this policy.

Witness Duty Leave

Kentucky employees may take unpaid time off to appear in any local, state, or federal court or administrative tribunal or hearing. 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 Partners Personnel reasonable advance notice of the need to take time off under this policy by submitting a copy of the court order or administrative certificate. Partners Personnel will treat all information related to an employee's leave pursuant to this

policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees will not 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.

Louisiana

This addendum only applies to employees in Louisiana. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bone Marrow Donor Leave

This policy applies only when Partners Personnel has 20 or more employees at a single workplace.

Louisiana employees who work for an average of at least 20 hours per week may take up to 40 work hours of paid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of the purpose and duration of the leave. Partners Personnel will not retaliate against an employee for requesting or taking leave under this policy.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Louisiana: age, disability, sex, sexual orientation, gender identity, genetic information, race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race),*

color, national origin, religion, pregnancy and related medical conditions, childbirth and related medical conditions, sickle cell trait, genetic testing, military status, and veterans' status

Information about the Louisiana Commission on Human Rights can be found at https://gov.louisiana.gov/page/lchr or by calling (225) 342-6969 or (888) 248-0859 (TDD).

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Louisiana provides employees with up to one day of paid time off to serve on any grand jury or on any jury at any criminal or civil trial. While leave to serve on a jury beyond the first day is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

Meal and Rest Breaks

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

Louisiana Medical Screening Leave

This policy applies only when Partners Personnel has 20 or more employees in Louisiana for each working day in each of 20 or more calendar weeks in the current or prior calendar year.

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

Military Service Leave

While performing uniformed service, employees are entitled to accrue any sick leave, vacation leave, military leave, holiday leave, and any paid leave offered by the Company pursuant to the Company's stated leave of absence policy, to the extent the employee would have been entitled to such leave had they been continuously employed. Additionally, employees are entitled to up to four years of creditable service vesting in a retirement system, pension fund, or employee benefit plan.

Pregnancy Leave

This policy applies only when Partners Personnel has more than 25 employees in Louisiana for each work day in at least 20 calendar weeks in either the current or preceding calendar year.

Partners Personnel will temporarily transfer a pregnant employee to a less strenuous or hazardous position for the duration of her pregnancy upon request, if she has the advice of her physician and such a transfer can be reasonably accommodated. Partners Personnel is not required to create additional employment that would not otherwise have created, discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job.

Louisiana employees may take six weeks of unpaid leave for a normal pregnancy and childbirth and up to four months of unpaid time off if they are disabled due to pregnancy, childbirth, or related medical conditions. Employees may opt to use any available paid leave as a substitute for parental leave, in which case their paid leave and parental leave entitlements will run concurrently. Employees must provide notice to Partners Personnel of their intent to take parental leave and the estimated duration of such leave a reasonable amount of time in advance.

Louisiana School and Day Care Conference and Activities Leave

(Providing this policy is optional)

Louisiana employees may take up to sixteen hours of unpaid time off during a 12-month period to attend, observe, or participate in conferences or classroom activities that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during their nonwork hours. The child must be the employee's dependent child for whom they are the legal guardian.

Employees must provide reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Volunteer First Responder Leave

Louisiana employees may take unpaid time off to respond to their duties as medical personnel, emergency and medical technicians, volunteer firefighters, auxiliary law enforcement officers, state agency essential workers, emergency service dispatchers, emergency response operators, and members of the Civil Air Patrol. Employees who are called to duty by or pursuant to an operations plan of the Governor's Office of Homeland Security and Emergency Preparedness may also take unpaid time off to respond to their duties. Such leave will not be considered a break in employment for purposes of seniority or length of service or for benefits programs offered by Partners Personnel.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Employees must report to Partners Personnel within 72 hours of their release from their emergency duties or the recovery from disease or injury resulting from these duties. Partners Personnel will make reasonable accommodations to reinstate any employee returning from such leave.

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

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

does not prevent an employee from reporting misconduct to governmental agencies or other parties.

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Maine

This addendum only applies to employees in Maine. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime and Domestic Violence Victim Leave

Maine employees who are victims of or whose children, parents, or spouses are victims of violence, assault, sexual assaults, or stalking may take unpaid time off to:

- Prepare for and attend court proceedings;

- Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent, or spouse; or

- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

Employees can take as much time as is reasonable and necessary to fulfill the reason they took leave. Partners Personnel may deny or limit this leave if:

- The Company would sustain undue hardship from the employee's absence;

- The request for leave is not communicated to the Company within a reasonable time under the circumstances; or

- The requested leave is impractical, unreasonable or unnecessary based on the facts known by the Company.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. The Company may request reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document, or similar documents. Partners Personnel will not discipline or discriminate against employees (in terms of loss of pay, job security, or benefits) for exercising their rights in compliance with this policy.

For the purposes of this policy, child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or18 years of age or older and incapable of self-care because of a mental or physical disability. Parent means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

Emergency Responder Leave

Maine employees who are municipal or volunteer firefighters, emergency medical services personnel, or members of a nonprofit search and rescue organization recognized by the Department of Inland Fisheries and Wildlife, Bureau of Warden Service may take unpaid time off to respond to an emergency in their capacity as a firefighter, emergency medical services, or volunteer search and rescue person, including responding to, working at the scene of, or returning from a fire call, a hazardous or toxic materials spill and cleanup, or any other situation to which the fire department has been dispatched. The employee must report for work as soon as reasonably possible after being released from the emergency. Employees must notify Partners Personnel within 30 days of employment of their status as a firefighter, emergency medical services, or volunteer search and rescue person and notify Partners Personnel of any change to their status, including the termination of such status, within 30 days of the change. Upon receiving notice of an employee's status, Partners Personnel may designate the employee

as essential to its operations when the absence of the employee would disrupt the Company's business.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Notification may be provided by the employee, their designee, or the fire department, emergency medical services, or search and rescue operation provider. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief of the fire department, emergency medical services, or search and rescue operation provider or the chief's designee verifying that the employee was responding to an emergency call and the date and time of release from the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Partners Personnel may require that employees use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Maine: race or color (including traits associated with race, such as hair texture, Afro hairstyles, and protective hairstyles), sex, pregnancy, sexual orientation, genetic information, physical or mental disability, religion, age, ancestry or national origin, military status, previous assertion of a claim or right under the workers' compensation law*

Information about the Maine Human Rights Commission can be found at https://www.maine.gov/mhrc/ or by calling ((207) 624-6290 or 711 (TTY/TTD).

Maine Unpaid Family and Medical Leave

This policy applies only when Partners Personnel has 15 or more employees in a single location in Maine.

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

Maine employees are eligible for MFMLA leave if they have worked for Partners Personnel for 12 consecutive months before leave begins. Eligible employees may take up to 10 weeks of unpaid MFMLA leave every two years for the following reasons:

- To care for the employee's child or the employee's domestic partner's child after birth;
- To care for a child 16 years of age or younger who is placed with the employee or with the employee's domestic partner in connection with the adoption of the child by the employee or the employee's domestic partner;
- For an employee's serious health condition;
- To care for a domestic partner's child, or the employee's child, grandchild, parent, domestic partner, sibling, or spouse with a serious health condition;
- For the donation of an organ for a human organ transplant; or
- For the death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child that occurs while on active duty in the state military forces or the United States Armed Forces, including the National Guard and Reserves.

MFMLA leave taken for the birth or adoption of a child may not be taken intermittently or on a reduced leave schedule unless the employee and Partners Personnel agree otherwise. MFMLA leave taken for organ donation, or the employee's serious health condition or that of their family member may be taken intermittently or on a reduced leave schedule when medically necessary, but Partners Personnel may require the employee to transfer temporarily to an available alternative position they are qualified for and that has equivalent pay and benefits.

Employees must provide at least 30 days' notice before taking and returning from leave, unless prevented by medical emergency. Partners Personnel may require physician certification to verify the amount of requested leave. An employee who in good faith relies on treatment by prayer or spiritual means in accordance with the tenets and practices of a recognized church or religious denomination may submit certification from an accredited practitioner.

Employees may maintain their employee benefits during MFMLA leave at their own expense. Employees must continue to pay the employee portion of their insurance premium during MFMLA leave. Employees returning from MFMLA leave will be restored to their ole position or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The Company is not required to restore the employee to the same or similar position if conditions unrelated to the employee's taking MFMLA leave make that impossible.

Partners Personnel will not discharge, fine, suspend, expel, discipline or otherwise discriminate against any employee for requesting or taking MFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the MFMLA.

Maine Paid Family and Medical Leave Insurance

Partners Personnel provides leave that complies with Maine's Paid Family and Medical Leave law, which is 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 they earned 6 times the average weekly wage during the first 4 calendar quarters immediately before the first day of the benefit year. Eligible employees must file an application with the state to receive paid family and medical leave benefits. The "benefit year" is the 12-month period beginning on the first day of the calendar week immediately before the date on which the employee first takes leave.

Employees can take up to 12 weeks of family and medical leave per year for qualifying reasons. This leave is job protected if an employee has been employed by the Company for at least 120 days.

Employees can receive paid leave benefits for the following reasons:

- For an employee's own serious health condition that causes the employee to be unable to work;
- To bond with a new child during the first 12 months after birth or placement for adoption or foster care;
- To care for a family member with a serious health condition or a family member that is in the military;
- For leave related to a family member's foreign deployment that's allowed under FMLA "qualifying exigency" leave;
- If the employee or a family member is the victim of violence, sexual assault, or stalking, to (a) seek a protective order, (b) get medical care or mental health counseling, (c) to secure the home from future violence or seek new housing, or (d) get legal assistance and prepare for court proceedings.

"Family member" means an employee's or their spouse's or domestic partner's:

- child, regardless of age, and including children for whom the employee has parental responsibility;

- parent, including someone that had parental responsibility for the employee when they were a minor;
- grandparent;
- grandchild;
- sibling
- spouse or domestic partner; and
- a person designated by the employee with whom the employee has a personal bond that is like a family relationship.

These relationships are covered whether they are biological, adoptive, foster, or step-relationships.

Leave taken under this policy will run at the same time as leave taken under the federal FMLA or the Maine Unpaid Family and Medical Leave policies. Employees won't be required to use other available paid leave before receiving paid family and medical leave benefits.

Employees can take this leave intermittently in increments of at least 8 hours or on a reduced schedule. Except in cases of emergency or a sudden need to take leave, employees must give their supervisors reasonable notice of the need to take leave. Employees should schedule leave in a way that doesn't disrupt the Company operations.

To receive benefits, employees must apply through Aflac either online or by phone.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides employees in Maine with unpaid time off to respond to a summons for jury service, serve as a juror, or attend court for prospective jury service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees must notify Partners Personnel they have been called for jury duty as soon as possible after receiving a notice or summons. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Meal and Rest Breaks

Non-exempt Maine employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute rest break unless there are fewer than three employees on duty at any one time and operations allow employees to take shorter paid breaks throughout the workday. Employees may waive their rest break in writing.

Employees will be relieved of all duties for the full 30-minute rest break and are free to leave the premises during that time. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees may take leave under the FMLA or applicable law.

- ***Maine:*** *When Partners Personnel has at least 15 employees, Maine employees who are the spouse, domestic partner, or parent of Maine resident and is deployed for military service for a period lasting longer than 180 days, may be eligible for up to 15 days of family military leave. To be eligible, an employee must have worked for Partners Personnel for at least 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the employee's family military leave.*

Overtime

Maine employees will not be required or coerced to work more than 80 hours of overtime in any two-week period, but they may do so voluntarily.

Maine Paid Leave for Any Reason

This policy only applies when Partners Personnel has 11 or more employees in Maine for more than 120 days in any calendar year.

Employees accrue paid leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason.

Employees are entitled to use paid leave beginning on the 120th day of employment, after which they may use paid leave days as it is accrued. Employees may carry over up to 40 hours of earned paid leave year-to-year, up to a total cap of 80 hours. Employees may take paid leave in increments of no less than one hour.

If the need for paid leave is foreseeable, employees must provide four weeks' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does

not unduly disrupt the operations of the Company. If the need for paid leave is unforeseeable, employees must provide notice as soon as practicable.

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

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

Public Health Emergency Leave

Employees may take unpaid leave during a public health emergency for the following reasons:

- They are under individual public health investigation, supervision, or treatment related to a public health emergency;
- They are acting in accordance with an extreme public health emergency order;
- They are in quarantine or isolation or other control measure due to public health emergency information or directions issued to the public or individuals;
- They have been given direction in response to the Company's concern that the employee may expose others in the workplace to an extreme public health emergency threat; or
- They need to provide care for a qualifying family member for reasons related to an extreme public health emergency.

Employees must provide reasonable advanced notice of the need for this leave. Employees may not be entitled to this leave if granting it would cause an undue hardship on Partners Personnel. Employees will retain their benefits while on this leave. Employees will be provided with any reasonable and necessary unpaid leave after the public health emergency ends for diseases or conditions that they contracted or were exposed to that occurred during the emergency.

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and

secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel 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 Partners Personnel 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 30 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 30 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.

Sexual Harassment Policy

Definition of Sexual Harassment

Under **Maine** law, sexual harassment is a form of sex discrimination that violates the Maine Human Rights Act. Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which threatens job security, working conditions, or advancement opportunities is considered sexual harassment.

Retaliation is unlawful under federal, state, and local law (where applicable). Those laws generally protect any person who has engaged in a protected activity such as:

Exercising or seeking to exercise any of the civil rights declared by the Maine Humans Right Act;

Maine employees can contact the Maine Human Rights Commission to file a complaint. The office is located at 51 State House Station, Augusta, ME 04330. The Commission can be contacted by phone at (207) 624-6290, by fax at (207) 624-8729, or by email at info@mhrc.maine.gov*. Visit* maine.gov/mhrc/file *to file a complaint.*

Maine Training

While Partners Personnel has 15 or more employees, all employees will receive sexual harassment training within one year of hire or within one year of starting a supervisory or management role.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Maryland

This addendum only applies to employees in Maryland. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

This policy applies only when Partners Personnel has 15 or more employees for each working day in each of 20 or more weeks in the current or preceding calendar year.

Maryland employees may use available vacation upon the death of an employee's immediate family member.

For purposes of this policy, an immediate family member means an employee's spouse, child (including an adopted, biological, or foster child, stepchild, or legal ward) or parent (including an adoptive, biological, or foster parent, stepparent, legal guardian, or person standing in loco parentis to the employee).

Civil Air Patrol Leave and Emergency Response Leave

This policy applies only when Partners Personnel has 15 or more employees.

Eligible Maryland employees who have worked for Partners Personnel for at least 90 days and who are volunteer members of the civil auxiliary of the U.S. Air Force (or the Maryland Wing of the Civil Air Patrol) and have been authorized by the US Air Force, the Governor, or a political subdivision to respond to an emergency mission, may take up to 15 days of unpaid time off per year to respond to an emergency mission.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and the intended start and end dates of their Civil Air Patrol Leave. Once employees begin leave, they must give Partners Personnel an estimated length of the mission after arriving at the emergency location where they will perform their Civil Air Patrol duties and report any necessary changes to their estimated leave time. Partners Personnel may request

reasonable documentation reflecting the need for such leave. Partners Personnel may deny Civil Air Patrol Leave if the employee fails to provide reasonable documentation.

Upon returning from this leave, Partners Personnel will restore an employee to the position they held when the leave began, or to a position with equivalent seniority status, benefits, pay, and conditions of employment. Employees will not lose employee benefits accrued before the first date of leave.

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

Emergency Response Leave

Maryland employees may take unpaid time off to participate in an activity of a civil air patrol, civil defense group, volunteer fire department, or volunteer rescue squad in response to an emergency that the Maryland Governor declares on the request of the governing body of a county or municipal corporation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including written documentation that the employee's participation is required. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Court Proceedings Leave

Maryland employees may take unpaid time off to attend criminal or civil proceedings they have a legal right to attend under applicable law, such as proceedings involving minors, or proceedings that the employee, as the victim, has the right to attend.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Maryland: race, certain traits associated with race (including hair texture and certain hairstyles), color, religion, sex, age (without limits), ancestry or national origin, marital status, sexual orientation, gender identity, military status, genetic information, pregnancy, disability that does not reasonably preclude performance of employment, and refusal to submit to or make available the results of a genetic test*

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.

Domestic Violence Leave

Maryland employees who work at least 12 hours per week and whose primary work location is in Maryland are eligible for sick leave which can be used to obtain relief in response to a domestic or sexual assault of the employee or a family member. See the Maryland Sick Leave policy for more information.

Maryland Flexible Leave Act

This policy only applies when Partners Personnel has 15 or more employees for each workday in at least 20 weeks in either the current or preceding calendar year.

Employees may use their available paid leave to care for their child, spouse, or parent with an illness as if the employee was taking leave for their own illness or bereavement leave. This policy does not create additional leave. For the purpose of this policy, child means an adopted, biological, or foster child, a stepchild, or a legal ward who is under the age of 18 years; or is incapable of taking care of themselves due to a mental or physical disability. Parent means an adoptive, biological, or foster parent, a stepparent, a legal guardian, or a person standing in loco parentis.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Maryland employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. An employee who appears for jury duty for four or more hours, including travel time, will not be required to work a shift that begins on or after 5:00 p.m. on the day of jury service, or before 3:00 a.m. the following day.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Maryland, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees may take leave under the FMLA or applicable law.

- ***Maryland*** *employees may take leave from work on the day that an immediate family member is leaving for or returning from active duty outside the United States as a member of uniformed services.*

Organ & Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 15 or more employees in Maryland.

This policy applies to Maryland employees who (i) have been employed by Partners Personnel for at least a 12-month period and (ii) have worked at least 1,250 hours during the previous 12 months.

Maryland employees may take up to 60 days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow. Leave under this policy is in addition to any leave Maryland employees may be able to take under the federal Family and Medical Leave Act.

Sick Leave

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

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

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

Under this policy, "family member" includes a spouse, child, parent, grandparent, grandchild, or sibling. These family members include biological, adoptive, foster, or step-relationships. For parents and children they also include legal guardians and relationships where a person is acting in the capacity of a parent for a child.

Employees are entitled to use sick leave beginning on the 107th day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Employees may carry over up to 40 hours of earned sick leave to the next year, but may not accrue more than 64 hours of sick leave.

If the need for sick leave is foreseeable, employees must provide 7 days' advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

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

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

Montgomery County, Maryland Paid Sick Leave

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

Maryland state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

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

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

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

Employees are entitled to use paid sick days beginning on the 91st day of employment, after which they may use paid sick days as they are accrued. Up to 56 hours of sick leave will be carried over to the next year.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for leave as soon as practicable. If an employee takes leave for more than 3 consecutive days, Partners Personnel may require reasonable documentation that the employee took leave for an allowable purpose.

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

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

Parental Leave

This policy applies only when Partners Personnel has between 15 and 49 employees for each workday in at least 20 weeks in either the current or preceding calendar year and is not subject to the Family and Medical Leave Act.

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

Eligible employees may take six workweeks of unpaid parental leave in a 12-month period for the birth of their child or the placement of a child with the employee for adoption or foster care. Employees may use available paid leave as a substitute for parental leave, in which case their paid leave and parental leave entitlements run concurrently.

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

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

Employees may continue participating in any group health plans they were enrolled in before parental leave. Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following parental leave by deducting the amount of the premium from the wages paid to the employee upon their termination.

Pay Transparency

Maryland employees will be provided their wage rate, regular paydays, and leave benefits in writing upon hire. Employees who are applying for an internal position or promotion may request the wage range for the position they are applying for.

Voting Leave

Maryland employees who are eligible to vote in a statewide election (including general, primary, and special elections) or municipal election in Baltimore may take up to two hours of paid time off to vote on election day if they do not have two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. Partners Personnel may request that employees provide a form prescribed by the State Board as proof that they have voted or attempted to vote.

Witness Duty Leave

Maryland employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. Employees can also take unpaid time off to attend criminal or juvenile proceedings if the employee is a victim or victim's representative with a right to appear at the 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who work in retail will not be required to work on their self-designated day of rest, which may be Sunday or the employee's Sabbath. Employees must give written notice of their day of rest to their employer and may change their day of rest with 30 days' notice.

Massachusetts

This addendum only applies to employees in Massachusetts. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

Employees can use their earned sick leave to address their own or their spouses' physical and mental health needs if they experience pregnancy loss or a failed assisted reproduction, adoption, or surrogacy. See the Massachusetts Sick Leave policy for more information.

Business Expense Reimbursement Policy

For Massachusetts employees, reimbursable expenses include the cost of purchasing any required uniform and the cost of dry cleaning, commercial laundering, or other special treatment the uniform requires. It also includes travel expenses in two circumstances: (1) if the employee regularly works at a fixed location and is required to report to a location other than their regular worksite, or (2) if the employee is required to travel after the beginning of the workday or prior to the close of the workday. Ordinary travel between home and work is not reimbursable.

Domestic Violence Leave

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

Massachusetts employees may take up to 15 days of unpaid time off in any 12-month period if they, or their family member, are a victim of abusive behavior (any behavior constituting domestic violence, stalking, sexual assault, or kidnapping). Eligible employees may use this leave to:

- Seek or obtain medical attention, counseling, victim services, or legal assistance;
- Secure housing;
- Obtain a protective order from a court;
- Appear in court or before a grand jury;
- Meet with a district attorney or other law enforcement officer;
- Attend child custody proceedings; or
- Address other issues directly related to the abusive behavior against the employee or their family member.

To qualify for leave, the employee cannot be the perpetrator of the abusive behavior against their family member. For purposes of this policy, “family member” means people who are married to one another; people in a substantive dating or engagement relationship and who reside together; people having a child in common regardless of whether they have ever married or resided together; a parent, stepparent, child, step-child, sibling, grandparent or grandchild; or people in a guardianship relationship.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, such as in the case of an imminent threat to health and safety, employees must provide notice as soon as practical, but no later than three days after the leave was taken. Such notification may be communicated to Partners Personnel by the employee, a family member of the employee, or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal

advocate, or other professional who has assisted the employee in addressing the effects of the abusive behavior on the employee or their family member.

Partners Personnel may request reasonable documentation showing that the employee or their family member has been a victim of abusive behavior and that the leave taken was for one or more of the permissible reasons set forth above, including, but not limited to:

- A protective order, order of equitable relief, or other documentation issued by a court as a result of the abusive behavior against the employee or employee's family member;
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to abusive behavior against the employee or their family member;
- A police report or statement that a victim or witness provided to police;
- Medical documentation of treatment received as a result of the abusive behavior;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has: admitted to sufficient facts to support a finding of guilt of abusive behavior; or has been convicted of any offense constituting abusive behavior and which is related to the abusive behavior that necessitated the leave;
- A sworn statement signed under penalty of perjury of a counselor, social worker, healthcare worker, clergy member, legal advocate, or shelter worker who has assisted the employee or employee's family member in addressing the effects of the abusive behavior; or
- A sworn statement signed under penalty of perjury from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

Partners Personnel will not require an employee to provide evidence of an arrest, conviction, or other law enforcement documentation of abusive behavior, or any documentation explaining the details of the domestic violence or abusive behavior.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is: (i) requested or consented to, in writing, by the employee; (ii) ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or (v) necessary to protect the safety of the employee or others employed at the workplace. Any documentation that employees provide to Partners Personnel will be maintained in the employee's employment record only as long as required for Partners Personnel to determine whether the employee is eligible for leave under this policy.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Taking this leave will not result in the loss of any employment benefit accrued prior to the date on which the leave taken under this policy commenced. Upon an employee's return from leave, the employee is entitled to restoration to their original job or to an equivalent position. Employees seeking to take leave under this policy must first use and exhaust any available vacation for the absence.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Massachusetts: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, religious creed, national origin, sex, status of pregnancy or related conditions (including lactation or the need to express breast milk), age (40 and older), sexual orientation, ancestry, genetic information, gender identity, handicap (disability), and military or veteran status*

Information about the Massachusetts Commission Against Discrimination can be found at www.mass.gov/mcad or by calling 617-994-6000 or 617-994-6196 (TTY).

Massachusetts Unpaid Family and Medical Leave

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

Massachusetts employees are eligible for leave under this policy if they (i) work within 75 miles of a workplace in Massachusetts with at least 50 employees, (ii) have worked for Partners Personnel for at least 12 months prior to the date on which leave is to commence, and (iii) have worked at least 1,250 hours during the 12-month period preceding the leave.

Eligible employees may take up to 24 hours of unpaid leave during a 12-month period to (i) participate in school activities directly related to the educational advancement of their child, including parent-teacher conferences or interviews for a new school, (ii) accompany their child to routine medical or dental appointments, such as check-ups or vaccinations, or (iii)

accompany their elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

For purposes of this policy, "school" means a public or private elementary or secondary school, a Head Start program assisted under the Head Start Act, and a licensed childcare facility. "Elderly relative" means an individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent.

Employees must provide at least seven days advance notice of the need for leave under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Leave under this policy may be taken intermittently or on a reduced leave schedule. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees who take time off under this policy must utilize any existing vacation for the absence. Otherwise, leave under this policy is generally unpaid.

Massachusetts Paid Family and Medical Leave Insurance

Partners Personnel provides paid family and medical leave in accordance with Massachusetts Paid Family and Medical Leave (PFML), which is a state-run insurance program that may provide employees with partial wage reimbursement while on leave.

Massachusetts employees are eligible for PFML if they have earned $6,300 during the last four calendar quarters, and at least 30 times more than how much weekly PFML pay they would be eligible to receive. Eligible employees may take leave and receive PFML benefits as follows:

- Up to 12 weeks per year to care for the employee's child after birth or placement for adoption or foster care;
- Up to 12 weeks per year to manage any needs that take place immediately after a family member is deployed in a foreign country or has been notified of an upcoming deployment in a foreign country;
- Up to 20 weeks per year for the employee's serious health condition which renders the employee unable to perform the functions of the employee's position;
- Up to 12 weeks per year to care for the employee's family member with a serious health condition; or
- Up to 26 weeks per year to care for the employee's family member who is a covered service member and has a serious injury or illness related to that service.

Employees are limited to a combined 26 weeks of leave under this policy.

For purposes of PFML, “family member” means an employee’s sibling, spouse, domestic partner, child, grandchild, parent, grandparent, parent of their spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child.

Employees must apply for PFML benefits at paidleave.mass.gov. PFML runs concurrently with leave taken under other applicable state and federal leave laws, including the Massachusetts Parental Leave Act and the federal Family and Medical Leave Act, when the leave is qualified under those acts. Employees may use available vacation to supplement partial wage replacement under this policy, up to 100% of their normal wage.

PFML taken to bond with a new child can only be taken intermittently if the Company and the employee agree to it. Leave to care for a family member or service member can be taken intermittently if it’s medically necessary. All other reasons for leave may be taken intermittently or on a reduced schedule.

Employees must give at least 30 days’ notice to Partners Personnel of the anticipated starting date, length, and return date from their PFML. If there is a delay resulting from reasons beyond the employees’ control, they must provide notice as soon as practicable.

During PFML, employees may maintain any employment-related health insurance benefits at the level and under the conditions the coverage would have been provided if the employee had continued working continuously during their leave taken. Employees must continue to pay their portion of the insurance premium.

Employees who have taken PFML will be restored to their old position or to an equivalent position with the same status, pay, employment benefits, length-of-service credit, and seniority, unless other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions. If the economic conditions or changes occurred during their leave, the employee returning from PFML will be provided any preferential consideration for another position to which they were entitled upon beginning PFML.

Partners Personnel will not discharge, fire, suspend, expel, discipline, or otherwise discriminate against employees for requesting or taking PFML. Partners Personnel will also not interfere with, restrain, or deny an employee’s exercise of (or attempts to exercise) any rights provided by PFML.

Holidays

This is only an excerpt of Partners Personnel’s complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Massachusetts's "Blue Laws" prohibit most companies from operating on certain holidays. More information, along with a list of possible exemptions, is available at https://www.mass.gov/guides/working-on-sundays-and-holidays-blue-laws on Massachusetts's website. If the Company does not recognize Veterans Day, November 11, as a Holiday, **Massachusetts** veterans may take the day off, unpaid, unless the Company determines they are essential to the safety of the Company or its property.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Massachusetts employees, including part-time, full-time, temporary, and casual employees in Massachusetts will be paid their regular wages for the first three days of state jury duty service. For part-time, temporary, and casual employees to be eligible for leave under this policy, their schedule three months prior to jury service must reasonably show that they would have worked on the days on which they have jury duty. Any additional days of leave to serve on a jury will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Massachusetts, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Breaks

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

Overtime

Employees who work in Massachusetts may also be subject to the Commonwealth's "Blue Laws," which prohibit most employers from requiring employees to work on Sundays and certain holidays. Employees can still *voluntarily* work on Sundays and holidays and may be entitled to premium pay, but they will not be coerced into doing so. More information, along with a list of possible exemptions, is available at https://www.mass.gov/guides/working-on-sundays-and-holidays-blue-laws on Massachusetts's website.

Sexual Harassment Policy

Massachusetts employees can contact the Massachusetts Commission Against Discrimination to file a complaint. The office is located at 1 Ashburton Place, Suite 601, Boston, MA 02108. The commission can be contact by phone at (617) 994-6000 or (617) 994-6196 (TTY), by fax at (617) 994-6024, or by email at mcad@mass.gov. Employees can visit https://www.mass.gov/file-a-complaint-of-discrimination to file a complaint.

Sick Leave

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

- Physical or mental illness, injury, or medical condition of the employee or a family member that requires home care, professional medical diagnosis or care, or preventative medical care;
- Routine medical appointments of the employee or a family member;
- To address the psychological, physical or legal effects of domestic violence;
- To address the employee's own or their spouses' physical and mental health needs if they experience pregnancy loss or a failed assisted reproduction, adoption, or surrogacy;
- To travel to and from an appointment, pharmacy, or other location related to the reason for taking sick leave; or
- Other reasons provided under applicable law.

For purposes of this policy, a "family member" means the employee's child, spouse, parent, or parent of a spouse. A "child" includes a biological, adopted, or foster child, stepchild, a legal ward, or a child for whom an employee has assumed the responsibilities of parenthood. A "parent" includes a biological, adoptive, foster or step-parent of an employee or of an employee's spouse, or other person who assumed the responsibilities of parenthood when the employee or employee's spouse was a child.

Employees are entitled to use sick days beginning on the 90th day of employment, after which they may use sick days as they are accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment used by the Company's payroll system. Up to 40 hours of sick leave will be carried over to the next year.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for 24 scheduled work hours in a row, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Sick leave may run concurrently with federal and state family and medical leave or any other leave taken for the same reason.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If an employee is rehired within 4 months, all accrued and unused sick leave will be reinstated. If an employee is rehired after 4 months and up to 1 year following separation, accrued and unused sick leave will be reinstated if the employee had previously accrued 10 or more hours of sick leave before the break in employment.

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

Parental Leave

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

For employees who have completed the Company's initial probationary period (not to exceed three months) or, if not subject to any such probationary period, they have been employed full-time by Partners Personnel for three consecutive months, Partners Personnel provides Massachusetts employees with up to eight weeks of unpaid time off for giving birth or for the placement of a child under 18 (or under 23 if the child is mentally or physically disabled) for adoption.

Parental leave will run concurrently with any other leave an employee is eligible for—like FMLA (if applicable) or Massachusetts Paid Family and Medical Leave—to the extent not prohibited by law. Employees may use any available paid leave while on parental leave, in which case paid

leave and leave under this policy will run at the same time. Employees must provide at least two weeks' notice of a request for leave, which should include the dates the employee expects to begin and return from leave. If two weeks' notice is not possible for reasons beyond the employee's control, they should provide as much advance notice as possible. Employees experiencing a pregnancy-related disability who require reasonable accommodation (which may include leave) should contact Human Resources at 805-880-9404 to discuss a reasonable accommodation. Employees may be required to submit medical certification of their disability.

Employees on parental leave are still eligible to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, and plans or programs for which they were eligible prior to the leave. However, the leave will not be included in the computation of the benefits, rights, and advantages. The Company will not pay for the cost of any benefits, plans, or programs during the parental leave unless Partners Personnel provides it to all employees who are on a leave of absence. Employees' jobs will be held for them in accordance with applicable law while they are on leave under this policy. Upon returning from leave, employees will be restored to their same or like position with the same status, pay, seniority, and leave they had prior to the leave. If an employee is on pregnancy-related disability leave, they must submit a doctor's certification stating that they are medically able to return to their normal duties. An employee's continued absence from work beyond the disability leave period (as determined by the employee's physician) and exhaustion of all other available leave may be deemed a voluntary abandonment of their job. Nothing in this policy requires Partners Personnel to reemploy individuals who are not eligible for reemployment rights under applicable law.

Partners Personnel will not discriminate; retaliate; deny employment, reemployment, promotion, or any other benefit of employment; subject to any adverse employment action; discipline, intimidate, or retaliate against any employee or applicant for requesting or taking parental leave.

Pay Transparency

Massachusetts employees will get at least 90 days' notice of any change to their pay frequency. While Partners Personnel has 25 or more employees in Massachusetts, Partners Personnel will provide wage ranges on all job postings and to current employees who are offered new positions.

Volunteer Firefighter and Emergency Medical Technician Leave

Massachusetts employees who are volunteer, call, reserve, or permanent-intermittent members of the fire department or ambulance department may take unpaid time off to respond to an emergency (which means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident, or a natural or man-made disaster in the good faith belief that the action is necessary to prevent the imminent loss of life or property. This leave does not apply to not include any person who

received compensation for over nine hundred and seventy-five hours of services rendered in such a capacity over the preceding six-month period.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, such as a signed statement from the fire chief or ambulance chief of the date and time the employee responded to and returned from an emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

This policy applies only when Partners Personnel is a mercantile, manufacturing, or mechanical establishment.

Massachusetts employees who are eligible to vote in an election in the voting precinct, ward, or town may take up to two hours of unpaid time off to vote on election day.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Massachusetts employees who are victims of or witnesses to a crime may take unpaid time off to appear in court to comply with a subpoena or court order to attend a criminal proceeding relative to the crime, as a witness or victim. Employees may also take this leave if their family was the victim of a crime and is now deceased. 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 Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who work on Sunday are entitled to a 24-hour rest period during the following six days.

Michigan

This addendum only applies to employees in Michigan. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Civil Air Patrol Leave

Michigan employees who are volunteer members of the civil air patrol may take unpaid time off to respond to an emergency declared by the governor or the president of the United States. Within 30 days of the later of starting employment with Partners Personnel or joining the civil air patrol, an employee who is trained and qualified to provide emergency services must notify Partners Personnel that they may be called to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and the dates they will be absent. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification from the civil air patrol of the emergency need for the employee's volunteer service. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Crime Victim Leave

Michigan employees who are victims of crime or a victim representative may take unpaid time off to appear in court to comply with a subpoena, court order, or a prosecutor's request to attend or testify in criminal proceedings related to a crime committed against the employee.

Employees who are victim representatives may also take unpaid time off to attend court proceedings while the victim is testifying.

For purposes of this policy, a "victim representative" is (i) the guardian or custodian of a child of a deceased victim if the child is under 18 years of age; (ii) the parent, guardian, or custodian of a victim of an assaultive crime if the victim is under 18 years of age; or (iii) a person designated to act in place of a victim of an assaultive crime while the victim is physically or emotionally disabled.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not threaten to or actually discharge or discipline employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence Leave

Michigan employees (i) who work at least 25 hours per week and (ii) whose primary work location is in Michigan are eligible to take domestic violence leave under the Company's paid sick leave policy. If an employee or their family member is a victim of domestic violence, the employee may use paid sick leave to obtain services from a victim services organization; relocate due to domestic violence or sexual assault; obtain legal services; or participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

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

Employees must follow the eligibility, notice, and other terms and conditions of the Company's sick leave policy for purposes of domestic violence leave.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Michigan: religion, race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, height, weight, familial or marital status, military status, pregnancy, and childbirth or related medical condition*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Michigan employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel requires that time not spent performing jury duty must be spent at work. However, the total number of combined hours for jury duty and work should not exceed the employee's normal daily work hours or extend beyond normal quitting times.

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

Meal and Rest Breaks

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

Sick Leave

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

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

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

Employees are entitled to use sick days starting on their 120th day of employment. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 72 hours of unused earned sick leave year-to-year.

If the need for sick leave is foreseeable, employees must provide 7 days advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does

not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for more than three consecutive days, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Employees must provide this documentation within 15 days of it being requested. Partners Personnel will pay all costs an employee incurs to receive verification when required.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 2 months from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

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

Social Security Privacy Policy

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

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

4. Lawfully report or threaten to report misconduct by Partners Personnel;
5. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or
6. 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 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Vacation Forfeiture Notice

This notice is provided to employees to make sure that they are aware of the Company's paid leave forfeiture policy.

Employees should know that Vacation time is not paid out at the end of employment. Employees must use all of their leave before they separate from the Company. All unused leave at the end of employment will be forfeited.

I have received the notice and understand Company's Vacation forfeiture policy.

Signature: _____

Name: _____

Date: _____

Minnesota

This addendum only applies to employees in Minnesota. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

Employees can use their paid sick and safe to make arrangements for or attend funeral services or a memorial, or to address financial or legal matters that arise after the death of a family member. See the Minnesota Sick Leave policy for more information.

Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 20 or more employees in a single workplace.

Minnesota employees who work for an average of at least 20 hours per week may take up to 40 hours of paid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician of the purpose and length of each leave requested by employees to donate bone marrow. Partners Personnel will not retaliate against employees for requesting or taking leave in compliance with this policy.

Civil Air Patrol Leave

This policy applies only when Partners Personnel has 20 or more employees in at least one workplace.

Minnesota employees who work an average of 20 or more hours per week and are volunteer members of the civil air patrol, may take unpaid time off to respond as a member of the civil air patrol at the request of the State of Minnesota or any of its political subdivisions, unless the leave would unduly disrupt Company's operations.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Crime Victim Leave

Minnesota employees who are victims of crimes may take unpaid time off to comply with a subpoena or a prosecutor's request to attend court for the purpose of giving testimony or attending criminal proceedings related to the victim's case. Employees who are the spouse or immediate family member of a victim of a violent crime (as defined in the Minnesota statutes) may also take unpaid time off to attend criminal proceedings related to the victim's case.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, unless impracticable or an emergency prevents the employee from doing so. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Election Judge Leave

Minnesota employees may take the necessary paid time off to serve as election judges. Partners Personnel may reduce employees' pay during such time off by the amount employees receive from the state or court (or other applicable appointing authority) for being an election judge.

Employees must provide Partners Personnel at least 20 days' reasonable advance notice of their need to take time off under this policy. Employees must also provide a certificate from the

appointing authority stating the hours they will serve and compensation they will be provided. Partners Personnel may limit the number of people absent from work serving as an election judge to no more than 20% of the total work force at any single workplace.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Minnesota: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, creed, religion, national origin, sex, marital status, status regarding public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, gender identity, genetic information, age, military status, and pregnancy or childbirth*

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

Partners Personnel provides leave that complies with Minnesota's Paid Leave Law which provides up to 20 weeks of paid family and medical leave per year.

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.

Partners Personnel may require employees to provide the same certification as the employee submitted when apply to the stare 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.

Harassment and Domestic Abuse Leave

Minnesota employees who are victims of domestic abuse, sexual assault, stalking or harassment, may take unpaid time off from work to seek a harassment or domestic violence restraining order, receive an order for protection from a court, or obtain other related assistance.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Jury Duty Leave

Partners Personnel encourages all employees to serve on jury selection or jury duty when called and provides Minnesota employees with unpaid time off to serve on a jury. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees. Employees will not be required to work an alternative shift on any day they report to for jury service. Employees may voluntarily request to work an alternative work schedule, but they will not be encouraged, prompted, or asked to do so.

Employees should notify their supervisor of the need for time off for jury duty as soon as possible after receiving a notice or summons from the court. Partners Personnel may require employees to provide proof of jury duty service to the extent authorized by law. Partners Personnel will not deprive employees of employment or threaten or otherwise coerce employees because the employee receives a summons, responds to such summons, or serves as a juror or attends court for prospective jury service.

Meal and Rest Breaks

Non-exempt Minnesota employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to discipline, possibly including termination of employment. Non-exempt Minnesota employees are allowed to take at least a 15-minute break or enough time to use the nearest convenient restroom for every four consecutive work hours.

Military Death/Injury Leave

Pursuant to the Families of Mobilized Military Members Law, Minnesota employees may take up to 10 days of unpaid bereavement leave when their immediate family member (e.g. parent, child, grandparents, siblings, or spouse) has been injured or killed while engaged in active military service.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, to the extent authorized by law. Employees may use available vacation

during unpaid time off taken under this policy, however, the length of unpaid time off provided herein will not be reduced by any period of paid leave provided by Partners Personnel, if any.

Overtime

Minnesota employees who are not subject to the Fair Labor Standards Act will earn overtime of 1.5x their regular wage for each hour over 48 that they work in one week.

Political Activity Leave

Minnesota employees who are members of the state central or executive committee of a major political party, delegates of a major political party, or who are elected to public office may take unpaid time off to perform their duties. Employees must provide at least 10 days' notice of their need for leave under this policy. Employees who provide appropriate notice will not suffer any penalty or deduction from wages on account of their absence other than a deduction in wages for the actual time they are absent from employment.

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 will not 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 will not 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 Paid Sick and Safe Time Leave

Minnesota full or part-time employees who work, or are anticipated to work, at least 80 hours in a year in the state are eligible for sick leave under this policy.

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

- Mental or physical illness, injury, or health condition of the employee or a family member, including for medical diagnosis, care, treatment, or preventative medical care;
- To make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- If the employee or their family member are a victim of domestic assault, sexual assault, or stalking, they may take time off to:
    - Obtain medical and psychological counseling;
    - Relocate, engage with victim services, and perform other safety planning;
    - Seek a restraining order or legal counsel; or
    - Participate in a legal proceeding or file a police report;
- If the employee lost work hours due or needs to care for a family member due to closure of employee's place of employment or the employee's family member's place of care due to weather or for public emergency reasons;
- To quarantine if determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease;
- If the employee has been exposed to a communicable disease or the employer has requested a test, to get or wait for the results of a test for a communicable disease related to a public health emergency; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, stepchild, adult child, adopted child, foster child, legal ward, child for whom the employee is a legal guardian, spouse, domestic partner, sibling, stepsibling, foster sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, foster grandchild, grandparent, step-grandparent, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and one individual annually designated by the employee.

Employees are entitled to use earned sick and safe time leave as it is accrued. Employees may take sick and safe time leave in the same increment of time for which employees are paid, but never in less than 15-minute increments. Partners Personnel will not require employees to take leave under this policy in more than 4-hour increments. Employees may carry over any earned and unused paid sick and safe time leave year-to-year, up to a total of 80 hours.A year for purposes of the employee's earned sick and safe time accrual is: A year for purposes of the employee's earned sick and safe time accrual is: [one year following each anniversary of the employee's first date of employment]..

If the need for paid sick and safe time leave is foreseeable, employees must provide 7 days' advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick and safe time leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for more than two scheduled workdays in a row, Partners Personnel may require reasonable documentation that the paid time has been used for a purpose set forth in this policy.

Sick and safe time will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick and safe time leave during any shut down period, except as prohibited by law. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated, unless Partners Personnel paid out that unused paid sick leave at the time of separation.

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

Bloomington, Minnesota Earned Sick and Safe Leave

Under Bloomington city law, employees are entitled to the sick and safe leave time set out above in the Minnesota Paid Sick and Safe Time Leave policy.

Minneapolis, Minnesota Sick and Safe Time Leave

Employees accrue paid sick and safe time leave at a rate of one hour for every 30 hours worked in Minneapolis, up to a total of 48 hours per year.

Minnesota state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees may use sick and safe time leave for the following reasons:

- Diagnosis, treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury;

- Care of a covered family member who is sick or needs diagnosis, treatment, or preventative care, or during emergency closure of their school or place of care (including for inclement weather);

- Legal action, counseling or other services for domestic abuse, sexual assault, or stalking;

- Scheduled work shift cancelled due to public health emergency by order of a public official; or

- Other reasons provided under applicable law.

Under this policy, "family member" includes immediate family or a member of the employee's household.

Employees are entitled to use sick leave beginning on the 90th day of employment, after which they may use sick leave as it is accrued. Employees may take sick and safe time leave in increments of no less than four hours. Employees may carry over earned sick leave year-to-year, up to a total of 80 hours.

If the need for sick and safe time leave is foreseeable, employees must provide 7 days' advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick and safe time leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

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

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

St. Paul, Minnesota Paid Sick Leave

Under St. Paul city law, employees are entitled to the sick and safe leave time set out above in the Minnesota Paid Sick and Safe Time Leave policy.

Pay Transparency

While Partners Personnel has 30 or more employees in **Minnesota**, all job postings will include the starting salary range and a general description of all of the benefits and other compensation an employee can expect.

Pregnancy and Parental Leave

In accordance with Minnesota's Pregnancy and Parenting Leave Act (MPPA), Partners Personnel provides leave to Minnesota employees for a pregnancy-related condition, or to care for a newborn child, newly adopted child, or child placed with them for foster care. Employees are eligible for up to 12 weeks of unpaid time off under the MPPA.

Eligible employees may take leave for the birth or adoption of a child, prenatal care, or incapacity caused by pregnancy, childbirth, or related health conditions. Leave taken for prenatal medical care will not count against their 12 weeks of leave. Leave for the birth or adoption of a child may begin at any time chosen by the employee but must begin within 12 months of the birth or adoption. In cases where the child must remain in the hospital longer than the mother, leave must begin within 12 months after the child is discharged. All leave provided under this policy or the MPPA will run concurrently with any other leave the employee qualifies for, including FMLA leave (if applicable). Employees must use any available paid time off during this leave. Additional leave will not accrue while employees are on leave, but they will retain all benefits accrued before and not used during leave. Employees will continue to be eligible for benefits, in accordance with the terms and conditions of applicable benefit plans.

Employees who would like to take leave for the birth of a child or to care for a new adopted or foster child should provide reasonable advance notice to their supervisor or Human Resources at 805-880-9404.

Employees experiencing a pregnancy-related disability who require reasonable accommodation (which may include leave) for this purpose should contact Human Resources. Employees may be entitled to the following accommodations: more frequent or longer restroom, food, and water breaks; temporary leaves of absence; modification in work schedule or job assignments; and more frequent or longer break periods. Employees may be required to submit a medical certification of their disability.

At the end of the leave, employees will be reinstated to their same position, or, if that position is unavailable, to a comparable position except as allowed by applicable law. For example, if a reduction in force occurs during the time employees are on leave and they are included in the reduction, their employment may be terminated at the same time as the other employees even

if they are on leave at that time. While on leave, employees remain eligible for coverage under any Company group insurance policy, group subscriber contract, or health care plan for the employee and any dependents.

Partners Personnel will not discriminate; retaliate; deny employment, reemployment, promotion, or any other benefit of employment; subject to any adverse employment action; or discipline, intimidate, or retaliate against any employee or applicant for requesting or taking parental leave.

School Activities Leave

Minnesota employees may take up to 16 hours of unpaid time off during any 12-month period to attend school conferences or school-related activities for their child that can't be rescheduled for outside of work hours. If the employee's child receives childcare services by someone other than a parent or legal guardian in or outside the child's own home on a regular basis or attends a pre-kindergarten regular or special education program, the employee may use unpaid time off to attend a conference or activity related to their child, or to observe and monitor the service or program during work hours. "Child" includes a biological, adopted, or foster child who is under 18 or who is under 20 and still in secondary school.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Employees may be asked to provide reasonable documentation of the need to take this leave. Employees will not be terminated or discriminated against for taking or requesting this leave.

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

Voting Leave

Minnesota employees who are eligible to vote may take the necessary paid time off to vote in a regularly scheduled election, election to fill a vacancy in the office of United States or state senator or United States or state representative, election to fill a vacancy in nomination for a constitutional office, or presidential nomination primary election. This time may be taken during early voting periods before an election.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Minnesota Political Activity Leave

Minnesota employees may take unpaid time off to attend any meeting of the state central committee or executive committee of a major political party if they are a member of the committee or may attend any convention of major political party delegates including meetings of official convention committees if they are a delegate or alternate delegate to that

convention. Employees must provide Partners Personnel at least 20 days' advance notice of their need to take time off under this policy.

Minnesota employees elected to public office may take unpaid time off to attend meetings required by their official duties. Partners Personnel will try to allow employees to make up the time with other hours when they are available.

Partners Personnel will not retaliate against employees for requesting or taking time off under this policy.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to

conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Minnesota employees who are the witness of a crime may take unpaid time off if subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony and attending criminal proceedings. 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 Partners Personnel reasonable advance notice at least 48 hours prior to the leave of the need to take time off under this policy unless impracticable or an emergency prevents them from doing so. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding their compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy.

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

Minnesota Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: A year for purposes of the employee's earned sick and safe time accrual is: [one year following each anniversary of the employee's first date of employment]..

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 are not 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
- when 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.

Notifying employer, documentation

An employer can require their employees to provide up to seven 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 two 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 cannot provide advance notice, the employee should contact Human Resources at 805-880-9404 as soon as they know they will be unable to work.

Retaliation, right to file complaint

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.

For more information

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.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Mississippi

This addendum only applies to employees in Mississippi. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

Mississippi employees who are victims of crimes or the lawful representatives of a deceased or incapacitated victim of a crime, may take unpaid time off to respond a subpoena to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceeding. Crimes include conduct that gives a law enforcement officer or prosecutor probable cause to believe that a felony involving physical injury, the threat of physical injury, or a sexual offense, or any offense involving spousal abuse, domestic violence or burglary of a dwelling house has been committed.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, unless doing so it not practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against employees for taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Mississippi: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, current or previous military service, tobacco usage during non-working hours, and nursing mothers*

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).

Immigration Law Compliance

In Mississippi, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Mississippi employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or actually serve on a jury. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees must notify Partners Personnel within a reasonable period of time after receiving jury duty summons. Partners Personnel will not persuade or attempt to persuade any juror to avoid jury service; intimidate or to threaten any juror; or remove or otherwise subject an employee to adverse employment action as a result of jury service.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Missouri

This addendum only applies to employees in Missouri. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

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 testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of a criminal proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Missouri: race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, ancestry, age, disability, AIDS/HIV status, lawful use of tobacco or alcohol, military status, genetic testing*

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.

Domestic or Sexual Violence Leave

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

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 one workweek of unpaid leave during any calendar year. Eligible employees may take up to two workweeks of unpaid leave if Partners Personnel has more than 50 employees in Missouri. 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” means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, individuals who reside in the same household as the employee, and people who share a relationship through a son or daughter. “Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter who is a victim of domestic or sexual violence. “Son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age, or is eighteen years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request certification that the employee or their family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes set forth in this policy, including documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or their family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence; a police or court record; or other corroborating evidence.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential unless voluntarily requested and authorized in writing by the employee or required by state or federal law.

In addition, employees who require reasonable safety accommodations due to domestic or sexual violence should submit a written request. Reasonable safety accommodation can include: an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence. An accommodation may not be provided if doing so would impose an undue hardship on Company operations. Any urgent circumstances or danger facing the employee or their family or household member must be considered in determining whether the accommodation is reasonable.

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. Taking leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

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

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Missouri provides employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or serve on a jury. Employees will be excused from work for all days that they are involved in jury duty. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. Employees may use available paid time off during otherwise unpaid time off taken under this policy.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Missouri, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Volunteer Emergency Responder and Civil Air Patrol Leave

Missouri employees who are volunteer members of any fire department or fire protection district, the Missouri-1 Disaster Medical Assistance Team, the Missouri Task Force One, the Urban Search and Rescue Team, or who are activated to a national disaster response by the Federal Emergency Management Agency (FEMA) may take unpaid time off to respond to emergencies in their capacity as a member of one of these organizations.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or the commander of Missouri-1 Disaster Medical Assistance Team or the FEMA supervisor stating that the employee responded to an emergency and stating the time and date of the emergency.

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

Missouri employees who are members of the civil air patrol and have qualified for a civil air patrol emergency service specialty or who are certified to fly counter narcotics missions may take up to 15 days of unpaid time off per year to fulfill their duties. In the case of a national or state emergency, the 15-day limitation is waived.

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

Voting Leave

Missouri employees who are eligible to vote may take up to three hours of paid time off to vote on election day in a primary or general election in Missouri if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty Leave

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Montana

This addendum only applies to employees in Montana. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Montana: race, creed, religion, national origin, color, sex (including pregnancy), sexual orientation, gender identity, marital status, mental or physical disability, age, vaccination status, military status, and genetic information*

Information about the Montana Human Rights Bureau can be found at http://erd.dli.mt.gov/human-rights or by calling (800) 542-0807.

Business Expense Reimbursement Policy

For **Montana** employees, reimbursable expenses include any necessary expenses incurred as a result of (i) employees' discharge of their duties, or (ii) following instructions from an employee's supervisor or Partners Personnel management.

Crime Victim Leave

Montana employees who are the victim of a crime or whose family member is the victim of a crime may take unpaid time off, at the prosecuting attorney's request, to prepare for or attend a criminal justice proceeding. For purposes of this policy, a "family member" includes the employee's spouse, child by birth or adoption, stepchild, parent, stepparent, or sibling. "Family member" does not include a person who is accountable for the crime or accountable for a crime arising from the same transaction.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discharge or discipline any employee for requesting or taking leave in compliance with this policy.

Volunteer Emergency Services Provider Leave

Employees in Montana that have completed their probationary period will not be terminated because (1) they serve as a volunteer emergency services provider or join a volunteer emergency organization, including but not limited to a municipal, rural, or subscription fire department, or (2) are absent from or late to work due to performing volunteer emergency service duties.

To receive this protection, employees must provide the Company notice of their status as a volunteer emergency services provider within 30 days of hire or within 30 days of their change of status.

An employee who will be late or absent to work because of their volunteer emergency service provider duties must provide notice to the Company as soon as possible. The Company may request that an employee taking this leave provide a written statement from a supervisor stating that the employee responded to an emergency and providing the date, time, and duration of the emergency.

Non-exempt employees will not be paid for time not worked due to serving as a volunteer emergency services provider.

It is within the Company's discretion whether to allow an employee to leave work to respond to an emergency.

For purposes of this policy, "volunteer emergency services provider" means a volunteer firefighter or volunteer emergency medical technician (as those terms are defined under state law) who is not paid full-time by the entity for which they are performing services.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Montana, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Leave of Absence to Hold Public Office

Employees in Montana who are elected or appointed to city, county, or state public office may take up to 180 days of unpaid time off per year to perform public service.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. An employee must make arrangements to return to work within 10 days following the completion of the service for which the leave was granted, unless the employee is unable to do so because of illness or disabling injury certified by a licensed physician.

At any time when Partners Personnel has 10 or more employees, employees who take unpaid time off under this policy will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed immediately prior to their leave of absence for public service.

Meal and Rest Breaks

Restaurant employees will not be required to be on duty for more than eight hours in any 12-hour period and will be provided at least 12 consecutive off-duty hours.

Pay Transparency

Prior to commencing work in a position, **Montana** employees will be provided information about the wage rate and the date of paydays, upon written request.

Pregnancy Leave

Montana employees may take a reasonable amount of unpaid time off for pregnancy and pregnancy-related temporary disabilities. The Company will not terminate an employee's employment because of their pregnancy, deny an employee who is disabled due to pregnancy any compensation to which they are entitled as a result of accrued disability or leave benefits or require them to take mandatory maternity leave for an unreasonable length of time.

Upon return from a pregnancy-related leave of absence, the employee will be reinstated to their original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

Nebraska

This addendum only applies to employees in Nebraska. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Election Worker Leave

Nebraska employees who are state election workers may take paid leave for absences from work due to election-related services. Employees must provide Partners Personnel reasonable notice of the need for leave, except for employees appointed as judges or clerks of election on the day of election to fill vacancies. Election workers will be excused upon request from any shift work, without loss of pay, for the hours they are required to serve, and if they are required to serve eight hours or more, for eight hours prior to and eight hours following the hours they are required to serve. Partners Personnel may reduce the pay of employees who take election worker leave for each hour of work missed by an amount equal to the hourly compensation other than expenses paid to them by the county for such service.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Nebraska: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, disability, marital status, national origin, military status, having or suspected of having HIV or AIDS, and genetic testing*

Information about the Nebraska Equal Opportunity Commission can be found at https://neoc.nebraska.gov/ or by calling (402) 471-2024 or (800) 642-6112.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nebraska employees with paid time off for jury duty service. Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel may reduce the pay of an employee by an amount equal to the compensation, other than compensation for expenses, which is paid by the court for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees may take leave under the FMLA or applicable law.

- ***Nebraska:*** *If Partners Personnel has 15 or more employees, Nebraska employees who are the spouse or parent of a person called to military service lasting 179 days or longer are eligible for 15 days of family military leave during the service if they (1) have been employed by Partners Personnel for at least 12 months and (2) have worked for at least 1,250 hours during the 12-month period immediately before the leave begins. If Partners Personnel has 50 or more employees, the amount of leave is increased to 30 days.*

- *Nebraska employees may take military leave under applicable state law as follows: (1) employees that normally work 159 hours or more in 3 consecutive weeks and are scheduled to work 24-hour shifts are entitled to 168 hours of military leave each calendar year; (2) employees that normally work 120 hours or more but less than 159 hours in 3 consecutive weeks are entitled to 120 hours of military leave each calendar year; (3) employees that normally work less than 120 hours in 3 consecutive weeks are entitled to military leave equal to the number of hours they normally work or would normally be scheduled to work in three consecutive weeks, whichever is greater.*

- *Nebraska employees taking family military leave that will consist of 5 or more consecutive workdays must provide Partners Personnel with at least 14 days' notice of the intended start of leave.*

Sick Leave

This policy only applies when Partners Personnel has 11 or more employees in Nebraska.

Partners Personnel provides paid sick leave that complies with Nebraska's Healthy Families and Workplaces Act. All employees that work at least 80 hours of consecutive employment in a calendar year in Nebraska are eligible for this leave.

Nebraska employees accrue 1 hour of paid sick leave for every 30 hours worked, up to a total of 56 hours per year.

Employees can use up to 56 hours of paid sick leave per year for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or their family member, including for medical diagnosis, care, or treatment, or preventative care;
- To attend a meeting related to a child's mental or physical illness, injury, or health condition at the child's school or place of care;
- To stay home if the employee's workplace is closed by order of a public official because of a public health emergency;
- To care for a child whose school or place of care is closed by order of a public official because of a public health emergency; or
- To quarantine if determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

For this policy, "family member" means any person related by blood to the employee or whose close association with the employee is the equivalent of a family relationship, including:

- A biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee has parental responsibility;
- A biological, foster, step, or adoptive parent or a legal guardian of an employee or an employee's spouse;
- A person who has parental responsibility for the employee or the employee's spouse when they were a minor;
- A spouse; and

- A grandparent, grandchild, or sibling, whether of a biological, foster, adoptive, or step relationship, of the employee or the employee's spouse.

Employees can start using this leave as soon as it's accrued. Employees begin accruing sick leave after 80 hours of consecutive employment. Employees must take this leave in increments of at least 1 hour or the smallest increment that the Company's payroll system uses to account for absences or use of other leave, whichever is smaller. Unused leave will be carried over to the next year.

If employees know in advance that they'll need to take leave, they must provide a reasonable amount of advance notice to the Company and try to schedule the use of leave in a way that doesn't disrupt the operations of Partners Personnel. If employees need to take leave unexpectedly, they must provide notice as soon as it's practical. Employees can provide notice by emailing or calling their supervisor or by contacting Human Resources at 805-880-9404. If employees are absent for 3 or more workdays in a row, Partners Personnel may require reasonable documentation that the leave has been used for a reason this policy allows.

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

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

Volunteer Emergency Responders Leave

This policy applies when Partners Personnel has 10 or more employees.

Nebraska employees who are volunteer emergency responders may take unpaid time off to respond to an emergency that arises before the employee is supposed to report to work. Employees who are volunteer emergency responders must provide Partners Personnel with a written statement signed by the individual in charge of the department or another individual authorized to act for such individual notifying Partners Personnel that the employee serves as a volunteer emergency responder.

"Volunteer emergency responders" are employees who:

- Have been approved by a governing body in Nebraska to serve any volunteer fire department or volunteer first-aid, rescue, ambulance, or emergency squad, or volunteer fire company, association, or organization serving any city, village, or rural or suburban fire protection district by providing fire protection or emergency response services for the purpose of protecting life, health, or property;

- Are in good standing as a volunteer member of the Nebraska Wing of the Civil Air Patrol, the civilian auxiliary of the United States Air Force; or

- Are a member of a state emergency response team pursuant to the Emergency Management Act.

Employees must make a reasonable effort to notify Partners Personnel that they may be absent from or report late to work in order to respond to an emergency. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the department or another individual authorized to act for such individual that indicates the employee responded to an emergency; the date and time of the emergency; and the date and time they completed his or her volunteer emergency activities. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Partners Personnel may subtract from an employee's earned wages any time they are away from his or her place of employment because of their response to an emergency under this policy.

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

Voting Leave

Nebraska employees who are eligible to vote in Nebraska may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Nevada

This addendum only applies to employees in Nevada. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For **Nevada** employees, reimbursable expenses include the cost of purchasing any required uniforms or accessories that have a distinctive style or material. It also includes the cost of any special cleaning required uniforms or accessories need above and beyond normal laundering.

Domestic Violence Leave

Nevada employees who have been employed by Partners Personnel for at least 90 days and are victims of domestic violence or sexual assault, or whose family or household members are victims of domestic violence or sexual assault (if the employee is not the alleged perpetrator), may take up to 160 hours of unpaid time off in the 12-month period immediately after the date of the act of domestic violence or sexual assault. Eligible employees may use this leave to:

- Attend the diagnosis, care, or treatment of a health condition related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Obtain counseling or assistance related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Participate in court proceedings related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member; and/or
- Establish a safety plan, including any action to increase the safety of the employee or their family or household member from a future act that constitutes domestic violence or sexual assault.

For purposes of this policy, “family or household member” means a spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act that constitutes domestic violence or sexual assault.

After taking any hours of leave under this policy, employees must give at least 48 hours' advance notice to Partners Personnel of their need to use additional hours of leave. Employees will not be required to find a replacement worker as a condition of taking leave under this policy.

Partners Personnel may request reasonable documentation of the need for such leave, including a police report, a copy of an application for an order of protection, an affidavit from an organization that provides services to victims of domestic violence or sexual assault, or documents from a physician. Any documentation provided under this policy is confidential and will be retained in a manner consistent with the requirements of the federal Family and Medical Leave Act (FMLA).

If the FMLA applies to a given employee, leave taken under this policy runs concurrently with leave under the FMLA in that, if an employee takes leave under this policy for a reason that also entitles the employee to leave under the FMLA, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under the FMLA. Leave under this policy may also be taken intermittently.

Employees who are victims or whose family members are victims can request reasonable accommodations. Accommodations, can include, but are not limited to:

- A transfer or reassignment;
- A modified schedule;
- A new telephone number for work; or
- Any other reasonable accommodations which will not create an undue hardship deemed necessary to ensure the safety of the employee, the workplace, the employer or other employees.

Partners Personnel will not provide an accommodation if doing so would create and undue hardship on the Company. Employees may be required to provide documentation that confirms or supports the reason the employee requires the reasonable accommodations.

Partners Personnel will not discriminate, discharge, discipline, or retaliate against employees for requesting or taking leave or a reasonable accommodation in compliance with this policy.

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

Emergency Worker Leave

Nevada employees who volunteer and perform certain emergency worker services may take unpaid time off to volunteer and perform these services. An employee must provide Partners

Personnel notice of employee's membership in such emergency services units at or around the time of hire or notice of their intent to join an emergency services unit.

"Emergency worker services" includes services as volunteer ambulance drivers and attendants, firefighters, search and rescue team members, or reserve unit members of the sheriff's department.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Nevada Civil Air Patrol Leave

Nevada employees who are members of the civil air patrol must notify Partners Personnel of their membership as soon as reasonably possible. Partners Personnel will determine if an employee will be allowed to leave work to participate in their duties and will notify employees of this decision within a reasonable time of the employee disclosing their membership. Employees that are allowed to participate in their duties may take unpaid time off to perform those duties. Employees may take up to 10 days of leave for training for emergency missions and 30 days of leave to respond to an emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the civil air patrol stating that they responded to an emergency call and the response time. Employees will not be discharged for any reason relating to their service or membership in such an organization.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Nevada: race, including traits typically*

associated with race including hair texture and hairstyle, color, religion, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity or expression, age (40 or over), disability, military status, genetic information, and national origin

Information about the Nevada Equal Rights Commission can be found at https://detr.nv.gov/Page/Equal_Rights_Commision or by calling 800-326-6868 or 775-687-5353 (TTY).

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nevada employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees that take leave pursuant to this policy will not be required to work within eight hours before the time when the employee must appear for jury duty, or between 5:00 p.m. on the day of the employee's jury service and 3:00 a.m. on the following day if the employee's jury service (including travel time) lasted more than four hours.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement or there is only one employee at the work location, non-exempt Nevada employees who work at least eight hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Employees may waive their meal break. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

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

Shift Length	Number of 10-minute breaks

3.5 – 7 hours	1
7 – 11 hours	2
11 – 15 hours	3
15 – 19 hours	4

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Nevada, this means that the room will be clean, protected from the view of others, and free from intrusion by others. The employee will have reasonable break times to express breast milk as needed. Nevada employees are also allowed to breastfeed in any location where they are allowed to be.*

Nevada Paid Leave for Any Reason

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

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

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

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

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

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

Overtime

Nevada employees also earn overtime if they work more than 8 hours in a 24-hour period unless they agree to work four 10-hour days.

Pay Transparency

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

School Visitation Leave

This policy applies only when Partners Personnel has 50 or more employees on each working day of at least 20 calendar weeks in the current calendar year.

Nevada employees who are parents, guardians or custodians of a child in public school may take up to four hours leave of unpaid time off each school year (in increments of at least one hour), to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which their child is enrolled during regular school hours; and
- Attend school-sponsored events.

Leave must be taken at a time mutually agreed upon by Partners Personnel and the employee.

Employees must provide at least five days' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation that the employee attended or was otherwise involved at the school or school-related activity. Partners Personnel will not terminate, threaten, discriminate, or retaliate against any employee for requesting or taking leave in compliance with this policy or for being notified during work by a school employee of an emergency regarding their child.

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

Voting Leave

Nevada employees who are eligible to vote in an election may take the amount of paid time off specified below to vote on election day if it is impractical to vote before or after their workday.

If the distance between the workplace and the polling place is two miles or less, the employee may take one hour of paid time off to vote; if the distance is more than two but less than ten miles, they may take two hours of paid time to vote; if the distance is more than ten miles, they may take three hours of paid time off to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty Leave

Nevada employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness in a judicial or administrative proceeding, including discovery proceedings. Employees may also take unpaid time off to attend a juvenile court hearing relating to a juvenile. 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 Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave unless the leave is used to attend a detention hearing. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

New Hampshire

This addendum only applies to employees in New Hampshire. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For **New Hampshire** employees, reimbursable expenses include any business-related costs employees incur at the request of Partners Personnel, including the purchase of any required uniform.

Crime Victim Leave

This policy applies only when Partners Personnel has 25 or more employees for each working day in each of 20 or more calendar weeks during any year.

New Hampshire employees who are victims of a crime may take unpaid time off to attend court or other legal or investigative proceedings associated with the prosecution of the crime. This leave is also available for employees who are immediate family members of (i) a homicide victim, or (ii) a victim of any crime who is a minor or who is incompetent. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent undue hardship to the Company's business. Partners Personnel may require that crime victim leave be taken concurrently with any accrued paid time off.

In this policy, "immediate family member" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim; or any person involved in an intimate relationship and residing in the same household with the victim. A "victim" is a person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or the attempted commission of a crime. It also includes the immediate family of any victim who is a minor or who is incompetent, or the immediate family of a homicide victim. A "crime" is any offense designated as a felony or misdemeanor.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy by providing a copy of the notice of each scheduled hearing, conference, or meeting, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, the form the employee received from law enforcement related to victims' rights or notices of each scheduled legal proceeding given to the employee. An employee who uses crime victim leave will be returned to the same level of seniority he or she had prior to the leave.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate, discharge, threaten, or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Emergency Services Leave

New Hampshire employees who are members of a fire department, rescue squad, or emergency medical services agency may take unpaid time off to perform their emergency duty during a state of emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the employee's fire department, rescue squad, or emergency medical services agency stating that they responded to an emergency call and the response time.

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

Employees who are volunteer members of a fire or ambulance department will not be discharged or disciplined for failing to report to work due to responding to an emergency they encounter on their way to work. Employees must inform their supervisor about the reason for their failure to report and may be asked to provide a signed statement from their department chief verifying their reason.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In New Hampshire: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, national origin, sex, gender identity, religion, age, sexual orientation, pregnancy, marital status, physical or mental disability, military status, and genetic information*

Information about the New Hampshire Commission for Human Rights can be found at https://www.humanrights.nh.gov/ or by calling 603-271-2767 or emailing humanrights@nh.gov.

Holidays

If the Company does not recognize Veterans Day, November 11, as a Holiday, honorably discharged **New Hampshire** veterans may receive the day off, unpaid, if they provide at least one month's advance notice. Leave may be denied to emergency responders if there is not another qualified emergency responder available to take their place.

Pay Transparency

Both at the time of hire and prior to any change, Partners Personnel will notify **New Hampshire** employees, in writing, of their wage rate, how often they will be paid, the day and place of payment, and how wages are determined.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Hampshire employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Meal and Rest Breaks

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

Military Family Leave

While Partners Personnel has 50 or more employees at the same location in New Hampshire, any New Hampshire employee who has a spouse who is involuntarily mobilized as a member of the uniformed services can take unpaid leave if necessary due to the mobilization of their spouse.

Eligible New Hampshire employees can take leave for as long as their spouse is involuntarily mobilized and eligible for reemployment. New Hampshire employees must give notice within 30 days of their spouse receiving official notice of involuntary mobilization. Employees will be

provided with a written acknowledgment of the notice of deployment. New Hampshire employees must apply for reemployment within a reasonable amount of the end of their or their spouse's involuntary mobilization.

Pregnancy and Parental Leave

This policy applies only when Partners Personnel has 6 or more employees.

New Hampshire employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. Employees who return from their leave of absence will be assigned to their original position or a comparable position unless business necessity makes this impossible or unreasonable.

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel 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 Partners Personnel 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 30 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 30 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.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Workweek and Work Schedules

Employees who work on Sunday are entitled to a 24-hour rest period during the following six days.

New Jersey

This addendum only applies to employees in New Jersey. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Domestic Violence and Sexual Assault Leave

This policy applies only when Partners Personnel has 25 or more covered employees in each workday during 12 or more weeks in the current or preceding calendar year.

New Jersey employees who are victims of domestic violence or sexual assault (or whose family member is a victim of domestic violence or sexual assault) may take up to 20 days of unpaid time off in a 12-month period if they (i) have been employed by Partners Personnel for at least 12 months, and (ii) have worked at least 1,000 hours during the 12-month period immediately preceding the qualifying event. Eligible employees may take this leave to:

- Seek or receive medical treatment for, or recover from, physical or psychological injuries caused by domestic violence, sexual violence, or assault;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling for the employee or their family member;
- Participate in safety planning, move, or take other actions to increase the safety of the employee or their family member from future domestic or sexual violence or to ensure economic security;
- Seek legal assistance or remedies to ensure the health and safety of the employee or their family member, including preparing for or participating in any civil or criminal legal proceeding related to domestic or sexual violence; or
- Attend, participate in, or prepare for criminal or civil court proceedings relating to an incident of domestic or sexual violence of which the employee or their family member was a victim.

For purposes of this policy, “family member” means the employee’s child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, blood-related individual, or individual with a family-equivalent relationship. Eligible employees must take leave within 12 months of the qualifying event. Each incident of domestic violence or sexual violence is a separate qualifying event which entitles the employee to leave if the employee has not exhausted the 20 days of unpaid time off available for a given 12-month period.

Employees must provide Partners Personnel reasonable advance written notice of the need to take time off under this policy, unless an emergency or other unforeseen circumstances prevent advance notice. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A domestic violence restraining order or other court issued documentation of equitable relief;
- A letter or other written documentation from the county or municipal prosecutor documenting the domestic or sexual violence;
- Documentation of the aggressor’s conviction for the domestic or sexual violence;
- Medical documentation of the domestic violence or sexually violent offense;
- Certification from a certified domestic violence specialist or the director of a designated domestic violence agency or rape crisis center that the employee or related individual is a victim of domestic or sexual violence; or
- Other documentation or certification by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or related individual in coping with the domestic or sexual violence.

Leave taken under this policy runs concurrently with leave under the FMLA and the New Jersey Family Leave Act, if applicable. If an employee takes leave under this policy for a reason that also entitles them to leave under the FMLA and/or the New Jersey Family Leave Act, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under those laws, as applicable. Leave under this policy may also be taken intermittently in intervals of no less than one full day.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential unless voluntarily authorized in writing by the employee or required by law. Partners Personnel will not discharge, harass or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate or retaliate against an employee with

respect to the compensation, terms, conditions or privileges of employment on the basis that they took or requested any leave under this policy or on the basis that they refused to authorize the release of information deemed confidential under this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy. Employees may be entitled to wage replacement benefits under the New Jersey Temporary Disability Benefits leave. For more information, visit https://www.myleavebenefits.nj.gov/labor/myleavebenefits/worker/

Emergency Responders Leave

New Jersey employees who are "volunteer emergency responders" may take unpaid time off during a state of emergency declared by the President of the United States or the New Jersey governor or if they are actively engaging in responding to an emergency alarm.

"Volunteer emergency responders" includes employees who are: (i) active members in good standing of a volunteer fire company, (ii) volunteer members of a duly incorporated first aid, rescue, or ambulance squad, or (iii) volunteer members of any county or municipal volunteer Office of Emergency Management (if the member's official duties include responding to a fire or emergency call).

Employees must provide Partners Personnel reasonable advance notice no later than one hour before their workday begins of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including an incident report and a certification by the incident commander or other official or officer in charge, that both affirms the employee was actively engaged in, and necessary for, rendering emergency services, and that includes the date and time they were relieved from emergency duty by the officer or official. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it

tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In New Jersey: age, ancestry, atypical hereditary cellular or blood trait (including sickle cell trait, Tay-Sachs trait, or cystic fibrosis), color, creed, disability or handicap, gender identity or expression, genetic information, military status, marital status, civil union status, domestic partnership status, national origin, nationality, pregnancy, race (including traits historically associated with race like hair texture, hair type, and protective hairstyles), service in the US armed forces, sex, and sexual or affectional orientation*

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

This policy applies only when Partners Personnel has 30 or more employees during each of any 20 or more calendar weeks in the current or prior calendar year.

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

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

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

- To care for a family member subject to the recommendation of a health care provider or public health authority to undergo self-quarantine as the result of suspected exposure to a communicable disease where the presence of that family member in the community would jeopardize the health of others.

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

If an employee takes leave for a reason covered by both the federal FMLA and the NJFLA, then leave under the NJFLA will run concurrently with any FMLA leave. Leave under this policy will also run concurrently with leave taken under the New Jersey Paid Family and Medical Leave Insurance policy. Employees may substitute any available paid leave for unpaid NJFLA leave.

NJFLA leave may be taken on an intermittent basis in intervals of at least one week if: (i) intermittent leave is medically necessary or it is taken to care for or bond with a newborn, foster, or adopted child; (ii) the leave is taken within12-months of each health condition or within the 12-month period following the birth or placement of a foster or adopted child; (iii) the employee gives the required notice of the leave; and (iv) the employee makes a reasonable effort to schedule their leave so as not to unduly disrupt the Company's operations. NJFLA leave may also be taken intermittently in the case of a leave taken due to an epidemic of a communicable disease. Employees may take reduced-schedule leave to care for a family member with a serious health condition over 12 consecutive months. Employees must provide at least 15 days' notice before taking intermittent leave.

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

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

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

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

New Jersey Paid Family and Medical Leave Insurance

New Jersey Paid Family Leave Insurance is a state-run insurance program that may provide employees with partial wage reimbursement for up to 12 weeks per year for family leave.

Employees covered by New Jersey's Unemployment Compensation Law are eligible for these leave benefits. Employees can receive up to 12 weeks of paid benefits per year for the following reasons:

- 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).

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.

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.

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 two weeks' worth of benefits if they fail to provide notice.

To receive paid family leave benefits, employees must submit a claim with the state's Division of Temporary Disability and Family Leave Insurance.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Jersey employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work

and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

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

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

- ***New Jersey*** *employees may take military leave to participate in assemblies or annual training, and they may take up to three months per four-year period to attend service school. Any non-temporary employee who has successfully returned from military service, remains qualified for their former position, and applies for reemployment within 90 days, will be restored to their prior position or to a position of like seniority, status, and pay, unless Partners Personnel's circumstances have so changed as to make it impossible or unreasonable to do so. If the circumstances of Partners Personnel have so changed as to make it impossible or unreasonable to restore the serviceperson, Partners Personnel will restore the person to any available position, if requested by the person, for which the person is able or qualified to perform the duties.*

Organ and Bone Marrow Policy

New Jersey employees who take a “period of disability” under New Jersey’s Temporary Disability Benefits Law to donate an organ or bone marrow will be restored to their former position at the time the disability commenced or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

New Jersey Paid Sick Leave

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

- Mental or physical illness, injury, or other adverse health condition of the employee or the employee’s family member, including for diagnosis, care, treatment, recovery, or preventative care;
    - If the employee or a family member is the victim of domestic or sexual violence, time off to:
        - Recover from physical or psychological injury or disability caused by the crime or abuse;
        - Obtain services from a designated domestic violence agency or other victim services organization;
        - Seek psychological or other counseling; relocation; or legal services, including obtaining a restraining order; or
        - Prepare for or participate in any civil or criminal legal proceeding related to the crime or abuse;
    - Closure of the employee’s workplace or a child’s school or place of care by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee’s family in need of care by the employee, would jeopardize the health of others;
    - To attend a child’s school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child’s education, or to attend a meeting regarding care provided to the child in connection with the child’s health conditions or disability; or
    - Other reasons provided under applicable law.

For the purpose of this policy, "family member" means: a child (including biological, adopted, foster, or stepchild, legal ward, or a child of a domestic partner or civil union partner); a

grandchild; a sibling; a spouse, domestic partner, or civil union partner; a parent or grandparent; a spouse, domestic partner, civil union partner of a parent or grandparent; a sibling of a spouse, domestic partner, or civil union partner; or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use paid sick days beginning on the 120th day of employment, after which they may use paid sick leave as it is accrued.

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

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

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

Pregnancy Leave

New Jersey employees whose doctor certifies that they are disabled and unable to work due to pregnancy may be eligible for temporary disability insurance for up to four weeks before their expected date of delivery. For more information, visit: https://www.myleavebenefits.nj.gov/labor/myleavebenefits/.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures. In **New Jersey**, misconduct includes conduct that threatens the safety, health, protection or welfare of the environment.

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

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

New Mexico

This addendum only applies to employees in New Mexico. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Domestic Abuse Leave

New Mexico employees who are victims, or whose family member is a victim of domestic abuse may take up to 14 days, continuous or intermittent, of unpaid time off each year to:

- Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse;
- Meet with law enforcement officials;
- Consult with attorneys or District Attorney Victim Advocates; or
- Attend court proceedings related to the domestic abuse of the employee or their family member.

“Family member” means a minor child of the employee or a person for whom the employee is a legal guardian.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice within 24 hours of starting this leave. When domestic leave is taken in an emergency, an employee or an employee’s designee must provide notice to Partners Personnel within twenty-four hours of commencing the leave.

Partners Personnel may request reasonable documentation reflecting the need for such leave. Employees must provide, in a timely fashion, one of the following:

- A police report indicating that the employee or a family member was a victim of domestic abuse;
- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse (providing the document does not constitute a waiver of confidentiality or privilege between the employee and the employee's advocate or attorney); or
- The written statement of an attorney representing the employee, a District Attorney's Victim Advocate, a law enforcement official or a prosecuting attorney that the employee or their family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential unless the employee consents, a court or administrative agency orders the disclosure, or when otherwise required by federal or state law. Partners Personnel will not discriminate or retaliate against employees for taking or requesting leave in compliance with this policy.

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

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In New Mexico: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), age, religion, color, national origin, ancestry, sex (including pregnancy, childbirth, or a related medical condition), physical or mental handicap or serious medical condition, spousal affiliation, sexual orientation, gender identity, military status, and genetic information*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Mexico employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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

Overtime

New Mexico employees who work in hotels or restaurants will not be required to work more than 10 hours in one day or 70 hours in one week, except in emergencies. These employees will receive overtime for any hours they work more than those limits during an emergency.

New Mexico Paid Sick Leave

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

- For the care of the employee's family member's or the employee's own:
    - mental or physical illness, injury, or health condition;
    - medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or

    - preventive medical care;

- For meetings at the employee's child's school or place of care related to the child's health or disability; or

- For absence necessary due to domestic abuse, sexual assault, or stalking suffered by the employee or a family member of the employee; provided that the leave is for the employee to:

    - obtain medical or psychological treatment or other counseling;

    - relocate;

    - prepare for or participate in legal proceedings; or

    - obtain services or assist a family member of the employee with any of the above activities.

- Other reasons provided under applicable law.

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

Employees will not be discharged if they are placed in isolation or quarantine based on infection with or exposure to a threatening communicable disease.

Employees are entitled to use paid sick days as soon as they accrue. Employees may take sick leave in increments of no less than one hour. Employees may carryover up to 64 hours of earned sick leave year-to-year.

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

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

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

Bernalillo, New Mexico Paid Leave for Any Reason

New Mexico state law also provides sick leave benefits to employees. If there is a conflict between this local paid leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

This policy only applies when Partners Personnel has a physical premises and 2 or more employees within the unincorporated limits of Bernalillo County.

Employees who work within the unincorporated limits of Bernalillo County for at least 56 hours a year are eligible for paid leave under this policy.

Employees accrue paid leave at a rate of one hour for every 32 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year of paid leave for any reason.

Employees are entitled to use paid leave beginning on the 90th day of employment. Employees may take paid leave in increments of no less than hourly increments. Employees may carry over accrued but unused hours of paid leave year-to-year up to the total cap of 56 hours.

Employees must provide notice of the need for the leave as soon as practicable. When possible, employees should schedule their leave to not unduly disrupt operations. Advance notice is not required in the case of an emergency or illness, but employees should notify Partners Personnel of their absence once they are able to.

Paid leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using paid leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon termination of employment. If employees separate from Partners Personnel for any reason and are rehired within 12 months, any unused paid leave will be reinstated.

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

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel 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 Partners Personnel 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 30 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 30 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.

Emergency Responder and Civil Air Patrol Leave

New Mexico employees who are volunteer firefighters, emergency medical service personnel, search and rescue team members, or members of a law enforcement agency who are enrolled by the state or a political subdivision of the state for response to an emergency or disaster may take 10 days of unpaid time off per year to respond to an emergency or disaster. Leave under this policy will only be granted during the time an emergency exists following a declaration of the emergency by the governor of New Mexico or president of the United States. Employes will not be terminated, demoted, or discriminated against for taking leave under this policy.

Employees who are members of the Civil Air Patrol may take up to 15 days of unpaid leave per year to fulfill their official duties.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the New Mexico Office of Emergency Management or a state or local official managing an emergency stating that they responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

New Mexico employees who are eligible to vote may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off before work while the polls are open or at least three consecutive hours off after work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

New York

This addendum only applies to employees in New York. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For New York employees, reimbursable expenses include the cost of purchasing and laundering any required uniform, excluding clothing employees can wear as part of their ordinary wardrobe. The cost of purchasing a uniform will be reimbursed no later than the next pay day.

Crime Victim Leave

New York employees who are victims of crimes may take unpaid time off to (i) comply with a subpoena or court order requiring their attendance at a criminal proceeding; (ii) consult with the district attorney regarding the underlying crime; or (iii) exercise the employee's rights as provided by applicable law. Employees in New York City who are exempt from overtime and take leave to respond to a subpoena as a witness will be paid during their time off for any period(s) of less than a workweek.

For purposes of leave under this policy, "victims" also include the victim's next of kin (if the victim died as a result of the crime), the victim's representative (for example, an attorney, guardian, or parent of a minor), good Samaritans as defined by N.Y. Exec. Law Section 621(7), and any person applying for or seeking to enforce an order of protection in court on behalf of the victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence Reasonable Accommodations

Partners Personnel will provide reasonable accommodations to New York employees who are victims of domestic violence unless the accommodation would pose an undue hardship on the Company. Additionally, Partners Personnel will provide employees in Westchester County and New York City who are victims of domestic violence, sexual abuse, or stalking with reasonable accommodations if requested, unless the accommodation would pose an undue hardship on the Company.

Reasonable accommodations may include a reasonable amount of unpaid time off for the employee to:

- Seek medical attention for injuries caused by domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Participate in safety planning or other action taken to increase safety from future incidents of domestic violence (e.g., temporary or permanent relocation); or
- Obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

For purposes of this policy, "victims of domestic violence" means any person over the age of 16, any married person, or any parent accompanied by his or her minor child in a situation where the person or their minor child is the victim of an act, that have or may have resulted in actual physical or emotional injury, committed by a family or household member that violates the penal law.

For the purpose of this policy, "family or household members**"** mean the following individuals:

- people related by blood or close relationship;
- people legally married to one another;
- people formerly married to one another regardless of whether they still reside in the same household;
- people who have a child in common regardless of whether such people are married or have lived together at any time;
- unrelated people who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household;
- people who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such people have lived together at any time; or
- any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if feasible. If advance notice is not practical, employees must provide notice as soon as practical. If advance notice was not provided, Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, or other documentation from a medical professional, advocate, or counselor.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employer-provided health insurance coverage will be continued while employees take this leave. Status as a victim of domestic violence is considered a protected characteristic for employment in New York and employees will not be discriminated or retaliated against based on this status. If an employee has a physical or mental disability resulting from an incident or series of incidents of domestic violence, they will be treated in the same manner as an employee with any other disability.

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

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In New York: age (18 and older), color, creed, disability, familial status, marital status, military status, citizenship status, immigration status*, *national origin (including ancestry), predisposing genetic characteristic, race (including traits historically associated with race, including but not limited to hair texture and protective hairstyles such as braids, locks, and twists), sex, pregnancy-related conditions, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), gender identity or expression, arrest or conviction record, reproductive health decision-making, and genetic information. In New York City, this list also includes height and weight*

Information about the New York Division of Human Rights can be found at www.dhr.ny.gov or by calling 888-392-3644 or 718-741-8300 (TTY). Information about the NYC Commission on Human Rights can be found at https://www.nyc.gov/site/cchr/index.page or by calling 212-306-7450.

Westchester County Paid Safe Time Leave for Victims of Domestic Violence or Human Trafficking

Westchester County employees who are victims of domestic violence or human trafficking and have worked for Partners Personnel for at least 90 days in a calendar year may take up to 40 hours of paid leave each calendar year to attend criminal or civil court proceedings and/or to relocate to a safe location.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a court appearance ticket or subpoena, a police report, an affidavit from an attorney involved in the domestic violence or human trafficking proceeding, or an affidavit from an organization known to provide assistance to victims of domestic violence and/or human trafficking.

Partners Personnel will treat all information related to an employee's leave under this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Leave under this policy is in addition to any other paid leave available to employees under the Company's vacation policy.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New York employees with unpaid time off for jury duty service. Partners Personnel will pay employees their first $72.00 of daily wages during the first three days of jury service. All remaining leave under this policy will be unpaid. However, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.'

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

For employees in New York, this means Partners Personnel will provide paid break time for 30 minutes and permit the employee to use existing paid break time or mealtime for time more than 30 minutes each day to express breast milk for their nursing child for up to three years following childbirth. Partners Personnel will make reasonable efforts to provide a room or other location near the work area where the employee can express milk in privacy and store their expressed milk.

Meal and Rest Breaks

Non-exempt New York employees who work at least six hours in their workday which encompasses the noon meal period (11 a.m. to 2 p.m.) are entitled and expected to take an unpaid, off-duty, 60-minute meal break between 11 a.m. and 2 p.m. If an employee starts their workday before 11 a.m. and continues working after 7 p.m., the employee is entitled to the 60-minute noon meal break and an additional 20-minute meal break between 5 p.m. and 7 p.m.

An employee who works more than six hours in their workday starting between 1:00 p.m. and 6:00 a.m. is entitled to a meal break of at least 60 minutes in the middle of their workday. Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during those times. Employees may not perform any work during their breaks. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees may take leave under the FMLA or applicable law.

- ***New York:*** *While Partners Personnel has at least 20 employees at one worksite, Partners Personnel provides up to 10 days unpaid time off to employees in New York who are the spouse of a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations. This leave may only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard, or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations.*

Organ & Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 20 or more employees at a single workplace.

New York employees who work for an average of at least 20 hours a week may take up to 24 hours of unpaid leave in a 12-month period to serve as a bone marrow donor, including time for recovery and follow-up medical care.

Eligible employees may also take up to three hours of unpaid leave in any 12-month period to donate blood. If Partners Personnel conducts at least two blood drives per year on its premises at least sixty days apart, employees will not be entitled to blood donation leave but may take time off to donate blood at the blood drives.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician of the purpose and length of each leave or proof of blood donation.

New York Paid Family and Medical Leave Insurance

New York employees may be eligible for paid family leave ("PFL") if they: (i) regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks before

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

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

"Family member" means a child (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 step-sibling), spouse, or domestic partner. Employees must provide at least 30 days' advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. If not foreseeable, the employee must provide notice as soon as practicable and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

If the reason for an employee's leave qualifies for both these state family leave benefits and leave under the federal FMLA, then leave under this policy runs at the same time as FMLA leave.

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

Employees may elect to supplement these benefits with any available paid leave so that they receive full pay. If an employee requests PFL for reasons that also qualify for FMLA Leave, their PFL will run concurrently with their FMLA Leave. Disability leave and PFL may not be used at the same time, and employees cannot take more than 26 weeks of combined short-term disability and PFL in a 52-week period.

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 practicable.

Partners Personnel will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. Employees may lose coverage retroactively to the date an unpaid premium was due

(upon proper notice from the Company’s carrier) if they fail to pay their portion of the premium in a timely fashion.

Paid Sick Leave

This policy provides paid sick leave when Partners Personnel has 5 or more employees or a net income of greater than $1 million in the previous tax year. Otherwise, sick leave is unpaid.

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

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

Employees can take 20 additional hours paid leave any 52-week period for prenatal care including healthcare services for an employee during their pregnancy, including physical exams, medical procedures, monitoring and testing, and meeting with healthcare providers to talk about the pregnancy.

Under this policy, "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or child or parent of the employee's spouse or

domestic partner. "Parent" means a biological, foster, step, or adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

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

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

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

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

New York City Sick and Safe Time

This policy provides paid sick leave when Partners Personnel has 5 or more employees nationwide or a net income of greater than $1 million in the previous tax year. Otherwise, sick leave is unpaid.

New York state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year. In addition to the reasons set out in the New York Sick Leave policy, employees may use this leave:

- If the employee's place of business or a child's school or childcare provider is closed by order of a public official due to a public health emergency or public disaster;

- If a public official issues a directive to remain indoors or avoid travel during a public disaster;

- When the employee is a caregiver for a minor child or care recipient, to provide care to the minor child or care recipient; or

- To initiate, attend, or prepare for a legal proceeding or hearing related to subsistence benefits or housing if the employee, their family member, or care recipient is a party, or to take actions necessary to apply for, maintain, or restore subsistence benefits or shelter for the employee, their family member, or care recipient.

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

Employees can take 20 additional hours paid leave any 52-week period for prenatal care including healthcare services for an employee during their pregnancy, including physical exams, medical procedures, monitoring and testing, and meeting with healthcare providers to talk about the pregnancy.

Under this policy, "family member" means an employee's child, current or former spouse or domestic partner, parent, sibling, stepsibling, half sibling, adopted sibling, grandchild, grandparent, child or parent of the employee's spouse or domestic partner, any other person related by blood, or any other person whose close association with the employee is like a family relationship. "Parent" means a biological, foster, step, or adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year up to a total of56 hours.

If the need for paid sick leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees should contact their supervisor to provide notice. If employees are absent for three or more consecutive workdays, Partners Personnel may require reasonable documentation, such as signed certification from a licensed health care provider or law enforcement, that the paid sick time has been used for a purpose set forth in this policy. Employees should submit this document to Human Resources at 805-880-9404 when requested. Employees will be reimbursed for the reasonable costs of obtaining documentation.

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

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

New York City employees are entitled to an additional 32 hours of unpaid sick leave per year. The full 32 hours of this leave will be provided to all employees on their first day of work and on the first of January every year. This leave can be used immediately for any purpose outlined above. This supplemental sick leave does not carry over to the next year. All other requirements in the sick leave policy above apply equally to use of this supplemental unpaid sick leave.

Pay Transparency

New York employees will be provided with written notice of their regular payday, pay rate, and any overtime rate prior to beginning work in a position. Employees will be expected to return a written acknowledgment that they have received the notice. While Partners Personnel has four or more employees, all job postings—including promotional and transfer opportunities—for positions that will be performed in the state or that will report to a New York-based supervisor will include a good faith wage range and job description.

New York Sexual Harassment Policy

New York State Human Rights Law

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

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

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

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

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

Local Protections

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

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.

New York Training

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

Volunteer Emergency Responders Leave

New York employees who are performing their duties as volunteer firefighters or volunteer ambulance personnel during or related to a governor-declared state of emergency may take unpaid time off unless such leave would cause undue hardship on the conduct of the Company's business. Leave under this policy will only be granted during the time an emergency

exists following a declaration of the emergency by the governor of the State of New York. Employees must provide Partners Personnel with written notice from the head of their volunteer fire department or volunteer ambulance service advising Partners Personnel of the employee's status as a volunteer firefighter or member of a volunteer ambulance service prior to taking time off.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a notarized statement from the head of their volunteer fire department or volunteer ambulance service certifying the period of time or times they responded to a declared emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

New York employees who are registered to vote in any election may take up to two hours of paid time off to vote on election day if they do not have at least four consecutive hours off work to vote while polls are open.

Employees must provide Partners Personnel at least two but no more than ten workdays advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty Leave

New York employees who are witnesses of crimes may take unpaid time off to comply with a subpoena or court order requiring their attendance at a criminal proceeding or consult with the district attorney.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures. In **New York**, misconduct includes conduct that threatens public safety or health.

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

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. **Connecticut** employees reporting misconduct will not have their names disclosed, unless required by law. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Workweek and Work Schedules

Employees who work in a factory, retail establishment, hotel, or restaurant will be scheduled for at least 24 consecutive hours off every calendar week they work.

New York Notice and Acknowledgment of Electronic Monitoring

Employees should be aware that Partners Personnel electronically monitors the use of any Partners Personnel device or system as well as traffic on Partners Personnel internet. This includes the use of phones, email, computers, and other communication devices or systems. Employees should have no expectation of privacy regarding their internet or technology systems use and should not use Partners Personnel systems for information they wish to keep private.

I have received the notice and understand that Partners Personnel uses electronic monitoring.

Signature: _____

Name: _____

Date: _____

New York Airborne Infectious Disease Exposure Prevention Plan

June 1, 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 Partners Personnel employees against exposure and disease during an airborne infectious disease outbreak. The Plan applies to all Partners Personnel 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 805-880-9404.

Responsibilities

The Plan applies to employees at the following worksites: New York, Henrietta.

The Plan will be enforced by Human Resources, who can be contacted at hr@partnerspersonnel.com.

Exposure Controls During a Designated Outbreak

Minimum Controls During an 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 Partners Personnel 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: Restricting or limiting customer or visitor entry, Limiting occupancy, Allowing only one person at a time inside small enclosed spaces with poor ventilation, Reconfiguring workspaces, Adjusting break times and lunch periods

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.

Advanced Controls During an Outbreak

For activities where the minimum controls alone will not provide sufficient protection for employees, additional controls may be necessary. Partners Personnel will determine if the following are necessary:

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

Engineering Controls. Partners Personnel 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, Partners Personnel may use the following engineering controls:

If fans are used in the facility arranging them so that air does not blow directly from one worker to another, Opening outside windows and doors to create natural ventilation

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, Partners Personnel may use the following administrative controls:

Cross-training employees to ensure critical operations can continue during worker absence, Posting signs reminding employees of respiratory etiquette, Handwashing, Disinfecting procedures for specific operations, Training employees

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.

Employees must wear PPE in public spaces such as meeting rooms, restrooms, the kitchen, and in hallways. Employees who do not have an individual office space must wear PPE at all times.

Exposure Control Readiness, Maintenance, and Storage

Partners Personnel 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

Disinfection Methods and Schedules

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). Partners Personnel will select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

Adjustments to Normal Housekeeping Procedures

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. Partners Personnel 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, Partners Personnel 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, Partners Personnel policies, and employee rights under the HERO Act.

Training is not required to be provided to any individuals working for staffing agencies, contractors, or subcontractors on behalf of Partners Personnel at any individual work site, as well as any individual delivering goods or transporting people at, to, or from the worksite on behalf of Partners Personnel, 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 is not 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

Partners Personnel 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@partnerspersonnel.com. Employees may report a violation verbally or in writing, including through electronic communications. If in writing, Partners Personnel will maintain the notification record after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high-risk disease.

Partners Personnel, or its agent, officer, or person acting as or on behalf of Partners Personnel, will not 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 Partners Personnel, 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 Partners Personnel verbally or in writing, including electronic communication, of the inconsistent working conditions and Partners Personnel fails to cure the condition or if Partners Personnel knew or should have known of the working conditions.

Definitions

Employee

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

This addendum only applies to employees in North Carolina. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Civil Air Patrol Leave

North Carolina employees who are members of the civil air patrol may take up to 14 days of unpaid leave per year to perform their necessary duties for a State-approved mission or a U.S. Air Force authorized mission. Employees may only use up to 7 days of this leave at once.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written copy of the mission order. Partners Personnel will not discriminate or retaliate against any employee for their membership in the civil air patrol or for requesting or taking leave in compliance with this policy.

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

Disaster Response Leave

North Carolina employees who are volunteer firefighters, rescue squad workers, or volunteer emergency medical service personnel may take unpaid time off to perform emergency duty when called into service by the state in response to a disaster or emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement that the employee responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may, but will not be required to, use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence Leave

North Carolina employees who are victims of domestic violence or whose minor children are victims of domestic violence may take unpaid time off to seek judicial protection from domestic violence.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical due to an emergency, employees must provide notice as soon as practical, and Partners Personnel may request reasonable documentation of the emergency.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate, terminate, threaten with

termination, or retaliate against employees for requesting or taking leave in compliance with this policy.

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

Election Official Leave

Employees who are election officials may take unpaid time off to serve as an election official on election day or canvass day. Employees must provide Partners Personnel with at least 30 days' advance notice of their need to take time off under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In North Carolina: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability*

Information about the Local EEOC Office for North Carolina can be found at www.eeoc.gov/field-office or by calling 1-800-669-4000 or 1-800-669-6820 (TTY).

Immigration Law Compliance

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

This only applies while Partners Personnel has 25 or more employees in North Carolina.

While the Company has 25 or more employees in North Carolina, Partners Personnel uses the federal government's E-Verify system when hiring new North Carolina employees, except for seasonal temporary workers who are employed for 90 or fewer days during a 12-consecutive-month period.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides North Carolina employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in North Carolina, this means they will be allowed to breastfeed in any location where they are allowed to be.*

School Involvement Leave

North Carolina employees who are the parent, guardian, or person who stands in loco parentis of a school-aged child may take up to four hours of unpaid time off per year to attend or otherwise be involved at that child's school.

For the purpose of this policy, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school that regularly provides a course of grade school instruction, (iii) preschool, and (iv) childcare facility.

Employees must provide at least 48 hours' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification that the employee attended or was otherwise involved at the school. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Meal and Rest Breaks

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

Parent Compliance with Juvenile Court Orders Leave

North Carolina employees whose child(ren) is/are under the jurisdiction of the juvenile court may take unpaid time off to attend a court appearance, a parental responsibility class, or a child's medical, surgical, psychiatric, or psychological evaluation or treatment, if the employee is required by court order. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Pay Transparency

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

North Dakota

This addendum only applies to employees in North Dakota. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement

For **North Dakota** employees, reimbursable expenses include (1) any required equipment or uniforms that are primarily used to perform their duties, and (2) any other necessary expenses incurred as a result of (i) employees' discharge of their duties, or (ii) following instructions from an employee's supervisor or Partners Personnel management.

Emergency Response and Civil Air Patrol Leave

North Dakota employees who are volunteer members of the army national guard or air national guard of North Dakota or any other state, or civilian members of the civil air patrol may take up to 20 days unpaid time off per year to perform emergency duty. Employees who are involuntarily activated members of the national guard are not subject to the 20-day cap on leave.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement stating that the employee responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for their status as an emergency responder.

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

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In North Dakota: race, color, religion, sex, pregnancy (including childbirth and related medical conditions), sexual orientation, gender identity, genetic information, national origin, age, physical or mental disability, status with respect to marriage, or public assistance, and military status.*

Information about the North Dakota Department of Labor and Human Rights can be found at https://www.nd.gov/labor/human-rights/employment-discrimination or by calling 701-328-2660, 800-582-8032, or 800-366-6888 (TTY), or by emailing labor@nd.gov.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides North Dakota employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid

exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in North Dakota, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining, non-exempt North Dakota employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break unless they are the only employee on duty at their work location. Employees will be relieved of all duties for the full meal break. Employees may waive their meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty. *Employees in **North Dakota** will only receive unlimited military leave for state uniformed services if the service is involuntary. If the service is voluntary, then the amount of leave cannot exceed 20 days.*

Outside Employment Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

North Dakota employees are prohibited from accepting outside employment that directly conflicts with the Company's essential business-related interests.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

North Dakota employees may take unpaid time off: (i) to participate in an investigation, hearing, or inquiry as requested by a public body or official, or (ii) if subpoenaed or summoned, to attend court to serve as a witness. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discharge, discipline, threaten, discriminate against, or penalize an employee regarding their compensation, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees working in a retail establishment will be scheduled for at least 24 consecutive hours off every consecutive seven-day period they work.

Ohio

This addendum only applies to employees in Ohio. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

Ohio employees who are victims of crime, whose family members are victims of crime, or who are representatives of a victim of crime may take unpaid time off to:

- Participate, at a prosecutor's request, in preparation for a criminal or delinquency proceeding;
- Attend a criminal or delinquency proceeding if their attendance is reasonably necessary to protect the interests of the victim;
- Attend a criminal or delinquency proceeding if necessary to comply with a subpoena; and
- Attend a criminal or delinquency proceeding that the employee, as the victim, has a legal right to attend.

For purposes of this policy, a "victim" is a person who is identified as the victim of a crime or delinquent act in a police report, complaint, indictment, or other document that charges the commission of a crime and provides the basis for a criminal prosecution or delinquency proceeding. A "victim" also includes any person who receives injuries and medical treatment as a result of an accident involving a motor vehicle, streetcar, trolley, boat, or aircraft operated by a person under the influence of alcohol or drugs.

For purposes of this policy, "family members of a victim" include spouses, children, stepchildren, siblings, parents, stepparents, grandparents, and other relatives of a victim, but that phrase does not include a person who is charged with, convicted of, or adjudicated to be a delinquent child or perpetrator of the crime against the victim, or another crime or specified delinquent act arising from the same conduct as the crime against the victim. For purposes of this policy, a victim's representative is a member of the victim's family or another person who exercises the rights of the victim under state law.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, notice should be given as soon as possible. Partners Personnel may request reasonable documentation of the need for the absence.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not terminate, threaten with termination, discriminate, or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Ohio: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability, age (40 and older), and ancestry*

Information about the Ohio Civil Rights Commission can be found at https://civ.ohio.gov/ or by calling 888-278-7101.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Ohio employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees who take unpaid time off pursuant to this policy will not be required or requested to use any accrued annual vacation for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or for time spent serving on a jury.

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Ohio, this means they will be allowed to breastfeed in any public place where they are allowed to be.*

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

- *If Partners Personnel has **fifty (50) or more employees**, **Ohio** employees eligible for military leave under the OMFLA may take up to ten days or 80 hours of unpaid time off, whichever is less. This leave may be taken for any reason when the employee's child, spouse, or current or former 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.*

Pregnancy Disability Leave

This policy applies only when Partners Personnel has four or more employees in Ohio.

If Ohio employees do not qualify for leave under any of the Company's leave policies, employees may take a reasonable period of unpaid time off for purposes related to pregnancy, giving birth, or recovering from birth.

Volunteer Firefighter and EMT Leave

Ohio employees who are volunteer firefighters or volunteer providers of emergency medical services may take unpaid time off to respond to an emergency.

No later than 30 days after receiving certification as a volunteer firefighter or a volunteer provider of emergency services, employees must submit to Partners Personnel a written notification signed by the chief of the volunteer fire department with which they serve, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical organization with which they serve, notifying Partners Personnel of their

status as a volunteer firefighter or volunteer provider of emergency services. Employees who are members of a volunteer fire department or who are volunteer providers of emergency medical services must notify Partners Personnel when their status as a volunteer firefighter or volunteer provider of emergency medical services changes, including when such status terminates.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. If advance notice cannot be made either due to the extreme circumstances of the emergency or the inability to contact Partners Personnel, the employee must submit to Partners Personnel a written explanation from the chief of the volunteer fire department with which they serve, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization with which they serve, as applicable, to explain why prior notice was not given.

Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, as applicable, stating that the employee responded to an emergency and listing the time of that response. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting and Election Official Leave

Ohio employees who are eligible to vote in any election in Ohio may take a reasonable amount of unpaid time off necessary to vote or serve as an election official on any registration or election day.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Ohio employees may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons to attend a grand jury, criminal, or juvenile court proceeding. If the underlying matter to which they are subpoenaed relates to Partners Personnel or involves the employee during the course of employment, Partners Personnel may provide paid leave for their attendance in response to such subpoena. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Oklahoma

This addendum only applies to employees in Oklahoma. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Oklahoma: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, national origin, age (40 and older), genetic information, military status, and disability*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Oklahoma employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Meal and Rest Breaks

Non-exempt Oklahoma employees under 16 who work at least five hours in their workday are entitled and expected to take unpaid, off-duty, rest breaks of a cumulative 30 minutes. Non-exempt employees under 16 who work at least eight hours in their workday are entitled and expected to take unpaid, off-duty, meal breaks of a cumulative 1 hour. Employees will be relieved of all duties for all breaks and are free to leave the premises during those times. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Voting Leave

Oklahoma employees who are eligible to vote in a primary or general election in Oklahoma may take up to two hours of paid time off to vote on election day in such elections if they do not have at least three consecutive hours off work while the polls are open. Employees may be given more time if necessary due to their distance from a polling location. Employees' schedules may be adjusted.

Employees must provide Partners Personnel at least three days reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Vacation Rollover Notice

This notice is provided to employees to make sure that they are aware of the Company's paid leave rollover policy.

Employees should know that all or some of your Vacation time doesn't roll over from one year to the next. Employees must take their leave during the year it is earned or else it may be forfeit. All unused leave at the end of the year will be forfeit.

I have received the notice and understand Company's Vacation rollover policy.

Signature: _____

Name: _____

Date: _____

Oregon

This addendum only applies to employees in Oregon. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

Partners Personnel provides bereavement leave to eligible Oregon employees under the Oregon Unpaid Family and Medical Leave policy. See that policy for more information.

Bone Marrow Donation Leave

Oregon employees who work for an average of at least 20 hours per week may determine the amount of unpaid time off they need to donate bone marrow, up to a total of 40 hours of leave. Employees may use available vacation for up to 40 hours of otherwise unpaid time off taken under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician or naturopathic physician of the purpose and length of each leave.

Crime Victim Leave

This policy applies only when Partners Personnel has six or more employees in Oregon for each day during 20 or more weeks in the current or immediately preceding year.

Oregon employees who have worked for Partners Personnel an average of at least 25 hours per week during the immediately preceding 180 days and who are victims of a felony or who are immediate family members of a victim of a felony may take unpaid time off to attend criminal proceedings. To qualify for this leave, the underlying crime must have been a felony against the person, and the victim must have suffered financial, social, psychological, or physical harm as a result of the felony. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent significant difficulty and expense to the Company.

For purposes of this policy, "immediate family" includes a spouse, domestic partner, parent, sibling, child, stepchild, or grandparent.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy and copies of any notices of scheduled proceedings the employee has received from law enforcement If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not terminate, threaten with termination, or otherwise discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence, Sexual Assault, and Stalking Leave

This policy applies only when Partners Personnel has six or more employees in Oregon for each working day during each of 20 or more weeks in the year.

Oregon employees who are victims of domestic violence, harassment, sexual assault, bias crimes, or stalking, or who are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking are eligible for this leave. Eligible employees may take unpaid time off to address the domestic violence, harassment, sexual assault, bias crimes, or stalking, so long as the leave would be a reasonable workplace safety accommodation and not create significant difficulty and expense for the Company. Leave may be taken to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal proceedings related to domestic violence, harassment, sexual assault, bias crimes, or stalking;

- Seek medical treatment for, or to recover from, injuries caused by the domestic violence, sexual assault, harassment, bias crimes, or stalking;

- Obtain, or assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias crimes, or stalking;

- Obtain services from a victim services provider for the eligible employee or their minor child or dependent; or

- Relocate or secure a home or take steps to secure an existing home to ensure the health and safety of the eligible employee or their minor child or dependent.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Notice may be given by a third party on behalf of the employee.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that the employee or their minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking; a copy of a protective order or other evidence from a court, administrative agency, or attorney that the eligible employee appeared in or is preparing for a civil, criminal, or administrative proceeding; or documentation indicating that the employee or their minor child or dependent is relocating, obtaining treatment or counseling, or obtaining services from an attorney, law enforcement officer, health care professional, member of the clergy, or victim services provider. Leave under this policy can be taken intermittently.

Partners Personnel will provide reasonable safety accommodations to employees who are victims domestic violence, harassment, sexual assault, bias crimes, or stalking, or who are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking, if (i) the employee has disclosed their status as a victim of domestic violence, sexual assault, bias crimes, or stalking to Partners Personnel, (ii) the employee requests a reasonable accommodation for their safety while at work, and (iii) the accommodation is reasonable and would not pose an undue hardship on the Company.

Partners Personnel will treat all information related to an employee's leave or reasonable accommodation pursuant to this policy as confidential. Such information will not be disclosed without the express permission of the employee, unless otherwise required by law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or reasonable accommodations in compliance with this policy.

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

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Oregon: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, national origin, sex (including pregnancy), sexual orientation (including gender identity), religion, marital status (including domestic partnership), age (18 and older), military status, expunged juvenile record, genetic information, association with a protected class, previously filing a complaint, giving testimony, assisting in any discrimination proceeding, and opposing an unlawful practice under state anti-discrimination law. Employees will not be discriminated or retaliated against for refusal to do work that would expose them to serious hazards, when done in good faith and with no reasonable alternative.*

Information about the Oregon Civil Rights Division can be found at https://www.oregon.gov/boli/workers/Pages/sexual-harassment.aspx or by calling 971-673-0761.

Oregon Unpaid Family and Medical Leave

This policy applies only when Partners Personnel has 25 or more employees in Oregon for each working day during 20 or more weeks in the current or prior calendar year.

Partners Personnel provides family and medical leave in accordance with the Oregon Family Leave Act (OFLA).

Oregon employees are eligible for OLFA leave if they have been employed by Partners Personnel for at least 180 days and have worked an average of at least 25 hours per week during the 180 days immediately preceding 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.

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

- To care for the employee's 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.

Employees are eligible for an additional 12 weeks of unpaid leave per year if they are disabled by pregnancy or childbirth. Eligible employees may also take up to 10 days of unpaid bereavement leave for each family member who dies, up to a maximum of 4 weeks in a 12-month period, which will be counted toward the total 12 weeks of family leave that the employee may take under this policy. This leave may be taken to make arrangements necessitated by the death of the 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. Leave taken under this policy will not 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.

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. If the employee cannot provide 30 days' notice, they must give notice to Partners Personnel 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.

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

Employees may maintain 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, Partners Personnel may deduct amounts paid for their health insurance coverage from any amounts owed to the employee or recover the amounts from the employee directly, unless the employee can't return to work for reasons beyond their control.

Upon return from OFLA leave, employees will be restored to their old position. If the position no longer exists, employees will be restored to an available, equivalent position with equivalent employment benefits, pay, and other employment terms and conditions. If an equivalent position is not 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.

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

Oregon Paid Family and Medical Leave Insurance

Employees who have earned at least $1,000 in the previous year may be eligible for paid leave under the state-run Paid Leave Oregon insurance program. Employees may take up to 12 weeks of continuous or intermittent paid leave per year 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.

Employees may take an additional 2 weeks of paid leave for pregnancy-related medical leave.

The amount of pay will be based on an employee's average wages from the previous year. Employees can apply for leave with Paid Leave Oregon online at paidleave.oregon.gov or request a paper application from the Oregon Employment Department by email at paidleave@oregon.gov or by phone at 833-854-0166. If an employee has worked for Partners Personnel for more than 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.

Employees must provide at least 30 days' notice before taking leave under this policy if the leave is expected. If leave must be taken unexpectedly, employees must provide verbal notice

within 24 hours of starting their leave and provide written notice within three days after the start of their leave.

If the reason an employee uses paid leave also qualifies for leave under the Family Medical Leave Act then employees must take the available leave concurrently. Leave under the Oregon Unpaid Family and Medical Leave policy is separate and in addition to leave under this policy. Employees may use other available paid leave to supplement partial wage replacement under this policy, up to 100% of their normal wage.

Holidays

If the Company does not recognize Veterans Day, November 11, as a Holiday, **Oregon** veterans may receive the day off, unpaid, if they provide at least 21 days' advance notice and provide proof-of-service documentation. Partners Personnel reserves the right to deny this leave if necessary to prevent significant disruption of our operations.

Immigration Law Compliance

Oregon employees won't have adverse employment actions taken against them for updating personal information based on a lawful change in their federal employment authorization documentation.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Oregon employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not cease to provide health, disability, life, or other insurance during a period when an employee is serving on jury duty, so long as the employee elected to have coverage continued while they served or was scheduled to serve as a juror, and they provided notice of that election to Partners Personnel in compliance with this policy.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement, non-exempt Oregon employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. If the employee's shift is shorter than seven hours, the meal break must be taken between the second and fifth hour of work. If the employee's shift is longer than seven hours, the meal break must be taken between the third and sixth hour of work. A second meal break is required after 14 hours of work. A third meal break is required after 22 hours of work. A third meal break is required after 22 hours of work.

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

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

Shift Length	Number of Rest Breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3
14 – 18 hours	4
18 – 22 hours	5
22 – 24 hours	6

Employees under 18 are expected to take a 15-minute paid rest break on Partners Personnel premises for every four hours of work, according to the same schedule as the chart above.

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

This policy applies only when Partners Personnel has 25 or more employees in Oregon for each working day during each of 20 or more weeks in the year.

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:

- ***Oregon*** *employees may be eligible for leave under the Oregon Military Family Leave Act (ORFMLA) if, during a military conflict, the employee's spouse or registered domestic partner is (i) called to active military duty, (ii) notified of an impending call to active military duty, or (iii) deployed and on leave for active military duty. Eligible military services include active-duty training for Air National Guard and inactive duty training for full-time for National Guard duty, in addition to any other category of people designated by the U.S. President in time of war or national emergency.*

Employees may take leave under the FMLA or applicable law.

- ***Oregon*** *employees, who are eligible, may take up to 14 days of military leave, either continuous or intermittent, for each qualifying reason under the ORFMLA, which runs concurrently with leave under the Oregon Family Leave Act (OFLA) and the FMLA, if applicable.*

Overtime

Oregon employees who work in mills, factories, or manufacturing plants also earn overtime if they work more than 10 hours in a day.

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.

Sick Leave

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

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventative care;
- For any reason allowed under the Oregon Family and Medical Leave Policy;
- For any reason allowed under the Oregon Domestic Violence Leave Policy;
- To donate blood;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;
- A determination by a lawful public health authority or by a health care provider that the presence of the employee or a family member in the community would jeopardize the health of others;
- Exclusion from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons;
- An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address;
- A determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a spouse, registered domestic partner, or other designated person (if the employee does not have a spouse or registered domestic partner and the designation is made in advance); a child; a parent or legal guardian; a grandparent; a grandchild; a biological, adopted, or foster sibling; a spouse of a sibling; or any individual whose close association with the employee is the equivalent of a family relationship. A child includes not only one related biologically, but also one related by adoption, marriage, and/or foster care, a child for whom the employee has legal or physical custody or guardianship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use sick days beginning on the 91st day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of earned sick leave year-to-year not to exceed a total accrual balance of 80 hours.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification from a health care provider; a copy of a police report; a copy of a protective order or other evidence from a court, administrative agency, or attorney; or documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim services provider.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

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

Sexual Harassment Policy

Oregon Information

Nondisclosure or Non-disparagement Agreements

Under this policy, a **nondisclosure agreement** is any agreement by which one or more parties agree 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 any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or Partners Personnel.

A **no-rehire provision** is an agreement that prohibits an employee from seeking reemployment with the employer and allows an employer to not rehire that individual in the future.

Partners Personnel will not require a former, current, or prospective 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 which contains a non-disclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement. Partners Personnel will not offer a settlement on the condition of a request for these terms.

Time Limitations

Nothing in this policy stops any person from filing a formal grievance in accordance with a collective bargaining agreement (if applicable), the Bureau of Labor and Industries' Civil Rights Division, or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

All employees are encouraged to document any incidents involving discrimination, harassment, or sexual assault as soon as possible.

Volunteer Firefighter Leave

Oregon employees who are volunteer firefighters of a rural fire protection district, firefighters employed by the city, and firefighters employed by a private firefighting service performing services under the Oregon Emergency Conflagration Act may take unpaid time off to respond to a fire or emergency call.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will notify the employee of their approved leave by written notice. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

1. Lawfully report or threaten to report misconduct by Partners Personnel;

2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or

3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Witness Duty Leave

Oregon employees may take unpaid time off to appear in court in compliance with a subpoena in 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Pennsylvania

This addendum only applies to employees in Pennsylvania. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not terminate or threaten to terminate employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Philadelphia Domestic Violence, Sexual Assault, and Stalking Leave

Philadelphia employees who are victims, or whose family or household members are victims, of domestic violence, sexual assault, or stalking (if the employee's interests are not adverse to the family or household member's interests) may take 8 weeks of unpaid time off under this policy to:

- Seek medical attention for, or recover from, physical or psychological injuries caused to the employee or their family or household member by domestic violence, sexual assault, or stalking;
- Obtain services from a victim services organization for the employee or their family or household member;
- Obtain psychological or other counseling for the employee or their family or household member;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family or household member from future domestic violence, sexual assault, or stalking or to ensure economic security; and/or
- Seek legal assistance or remedies to ensure the health and safety of the employee or their family or household member, including preparing for or participating in any civil or criminal legal proceeding related to domestic violence, sexual assault, or stalking.

Leave under this policy can be taken intermittently and, when added to the leave employees have taken under the FMLA (if any), cannot exceed 12 weeks in a 12-month period. For purposes of this policy, "family or household members" means spouses or people who have been spouses, people living as spouses or who lived as spouses, parents and children, other people related by consanguinity or affinity, current or former sexual or intimate partners, or people who share biological parenthood.

Employees must provide Partners Personnel 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report or court order; documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's

family or household member has sought assistance in addressing domestic violence, sexual assault, stalking, effects of the violence; or other corroborating evidence.

Upon returning from leave, employees will be restored to the position of employment they held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees will not lose any employment benefit accrued prior to the leave. Employees will maintain coverage for themselves and any family or household member(s) under any group health plan for the duration of the leave. Coverage will be maintained at the level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of the leave. The Company may recover the premium paid for maintaining coverage if the employee fails to return from leave after the leave period has expired, except if the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic violence, sexual assault, or stalking that entitles the employee to this leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is requested or consented to in writing by the employee, or is otherwise required by applicable federal, state, or local law.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Philadelphia Protected Activity

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

Pittsburgh Domestic Violence Victim Leave

This policy applies only when Partners Personnel has 5 or more employees.

Pittsburgh employees who are victims of domestic violence may take unpaid time off as a reasonable accommodation to address or recover from the domestic violence. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company's business.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not terminate,

threaten with termination, discriminate, or retaliate against employees for requesting or taking leave in compliance with this policy. Employees will not lose seniority or precedence while on leave under this policy.

Employees seeking to take leave under this policy must use any available vacation.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Pennsylvania: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race); color; familial status; religious creed (including religious observance, practice and belief); ancestry, age (40 and older); sex (including pregnancy, childbirth, and related medical conditions, breastfeeding, sex assigned at birth, affectional or sexual orientation, gender identity, gender expression, gender transition or transgender identity, and differences of sex development, variation of sex characteristics, or other intersex characteristics); military status, national origin; non-job related handicap or disability; use of a guide or support animal (because of blindness, deafness, physical handicap, or because the user is a handler or trainer of support or guide animals); and genetic information*

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.

Jury Duty Leave

This policy does not apply if the Company is in the retail or service industry and has fewer than 15 employees or is in the manufacturing industry and has fewer than 40 employees.

This policy does not apply if Partners Personnel is in the retail or service industry and has fewer than fifteen employees or is in the manufacturing industry and has fewer than 40 employees.

Partners Personnel encourages all employees to report for jury duty and provides Pennsylvania employees with unpaid time off to respond to a summons, serve as a juror, or attend court for prospective jury duty service. While leave to serve on a jury is unpaid, exempt salaried

employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not deprive employees of employment, seniority position or benefits, or threaten or otherwise coerce employees who are absent to respond to a summons, serve as a juror, or attend court for prospective jury duty service.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Pennsylvania, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Breaks

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

Organ and Bone Marrow Donation Leave

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

This policy applies to Pennsylvania employees who are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to twelve weeks of unpaid leave per year to prepare for and recover from surgery related to organ or tissue donation by or for the eligible employee or their spouse, child, or parent. Employees must provide Partners Personnel reasonable advance

notice of the need to take leave under this policy. Partners Personnel may request written documentation regarding the preparation and recovery necessary for surgery.

Pay Transparency

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

Allegheny County, Pennsylvania Sick Leave

This policy only applies when Partners Personnel has 26 or more total employees.

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

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business by order of a public official due to public health emergency;
- Care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
- Care for a family member when it has been determined by the health authority or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the disease: or
- Other reasons provided under applicable law.

Under this policy, "family member" means: an employee's child (including biological, adopted or foster child, stepchild, legal ward, a child of a domestic partner, or a child for whom the employee stands in loco parentis); parent (including biological, adopted, and foster parents, step-parents; legal guardians of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis to the employee as a minor child); a person to whom the employee is legally married under the laws of any state; domestic partner; grandparent or the spouse or domestic partner of a grandparent; grandchild; sibling (including. biological, foster, and adopted siblings); and any individual for whom the employee has received permission from the employer to care for at the time of the employee's request to make use of sick leave.

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

If the need for sick leave is foreseeable, employees must provide 7 days' advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable or if employees can't provide 7 days' notice, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive workdays, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a heath care professional; a police report indicating that the employee was a victim of domestic abuse, stalking, or sexual assault; a court order; or a signed statement from a representative of a victim services Company affirming that the employee was a victim of domestic abuse, stalking, or sexual assault.

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

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

Philadelphia, Pennsylvania Sick Leave

Leave under this policy is only paid when Partners Personnel has 10 or more employees in Philadelphia who work on a full-time, part-time, or temporary basis. Otherwise, the leave is unpaid.

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

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

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;

- If the employee, or their family member, are a victim of domestic abuse, sexual assault or stalking, time off to:

    - Obtain medical attention to recover from physical or psychological injury or disability caused by the crime or abuse;

    - Obtain services from a victim services Company;

    - Obtain psychological or other counseling;

    - Relocate; or

    - Seek legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or

- Other reasons provided under applicable law.

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

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

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

Company affirming that the employee was a victim of domestic abuse, stalking, or sexual assault.

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

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws. Employees have the right to file a complaint or bring a civil action if the Company denies use of sick leave that Philadelphia law requires it to provide or if the Company retaliates against employees for requesting or taking sick leave

Pittsburgh, Pennsylvania Paid Sick Leave

Employees who work at least 30 hours in Pittsburgh in a year are eligible for paid sick leave under this policy.

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

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;

- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;

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

- Other reasons provided under applicable law.

Under this policy, "family member" means: an employee's biological, adopted, foster child, stepchild or legal ward, a child of the employee's domestic partner, or a child to whom the employee stands in loco parentis; a biological, foster, adoptive, or step-parent, or legal

guardian of an employee or their spouse or domestic partner or a person who stood in loco parentis to the employee when they were a minor child; a person to whom the employee is legally married under the laws of any state; a grandparent or their spouse or domestic partner; a grandchild; a biological, foster, or adopted sibling; a domestic partner; or any individual for whom the employee has received permission from the Company to care for.

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

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

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

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

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. This leave is only available if the emergency call was received before the employee has to report for work on a given day.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief executive officer of the employee's volunteer fire company, ambulance service, rescue squad, or its affiliated organization, stating that they responded to a call and the time of the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Witness Duty Leave

Pennsylvania employees may take unpaid time off to attend court proceedings as a witness to a crime. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a subpoena. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not deprive employees of their employment, seniority position or benefits, or threaten or otherwise coerce employees for requesting or taking leave in compliance with this policy.

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

Rhode Island

This addendum only applies to employees in Rhode Island. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

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

Rhode Island employees who are victims of a crime may take unpaid time off to attend court proceedings related to the crime. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company's business.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including a copy of the notification of court proceedings.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not terminate or threaten to terminate employees for requesting or taking leave in compliance with this policy. Employees will not lose seniority or precedence while on leave under this policy.

Employees seeking to take leave under this policy must use any available vacation.

Rhode Island Unpaid Parental and Family Medical Leave

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

Partners Personnel provides family and medical leave in accordance with the Rhode Island Parental and Family Medical Leave Act (RIPFMLA).

Rhode Island employees are eligible for RIPFMLA leave if they work an average of 30 or more hours per week and have worked for Partners Personnel for 12 consecutive months before the leave. Eligible employees may take up to 13 consecutive weeks of unpaid RIPFMLA leave to be used within two calendar years for the following reasons:

- For an employee's serious illness;
- To care for the employee's parent, spouse, child, mother-in-law, or father-in-law with a serious illness; or
- To care for the employee's child (age 16 or younger) after birth or adoption.

Employees may also take up to ten hours of unpaid leave during any twelve-month period to attend school conferences or other school-related activities for a child if they are the parent, foster parent, or guardian of that child. Employees must provide at least 24 hours' advance notice of the need for this leave use.

RIPFMLA may not be taken on an intermittent basis. Employees taking leave under the RIPFMLA must provide notice of at least 30 days before taking and returning from leave, unless prevented by medical emergency. Partners Personnel may require written physician certification specifying the probable duration of the employee's leave.

If an employee is eligible for both this leave and temporary caregiver benefits, the employee must receive those benefits at the same time as taking leave under this policy. If the leave qualifies for both RIPFMLA and FMLA leave, then those leaves will run at the same time. Employees may substitute any available paid leave when taking leave under this policy for school-related activities.

Employees may continue participating in any health benefits programs in which they were enrolled before the first day of the leave for the duration of the leave. Prior to starting RIPFMLA leave, employees must pay the premium required to maintain their health benefits in force

during their leave. Partners Personnel will return the payment to the employee within ten days following their return from leave.

Upon return from RIPFMLA leave, employees will be restored to their original position or to a position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including fringe benefits and service credits to which the employee had been entitled when their leave began.

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

Rhode Island Temporary Caregiver Insurance

Rhode Island's Temporary Caregiver Insurance Program is a state-run program that provides employees with partial wage replacement for parental bonding and caregiver leave. Employees should check the Rhode Island Department of Labor and Training's website for eligibility criteria.

Eligible employees can take up to 8 weeks of leave per year for the following reasons:

- to bond with a new child or a child placed for adoption or foster care within one year after birth or placement;
- to care for a child, parent, parent-in-law, grandparent, spouse, or domestic partner with a serious health condition; or
- to participate as a bone marrow or living organ donor.

"Child" includes a biological, adopted, foster, or stepchild, a legal ward, a child of a domestic partner, or a child for whom the employee has parental responsibility. "Parent" includes a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who has or had parental responsibility for the employee or their spouse or domestic partner.

If an employee is eligible for temporary caregiver insurance benefits and leave under the federal FMLA or Rhode Island's Unpaid Parental and Family Medical Leave policy, employees must receive temporary caregiver insurance benefits at the same time as taking the federal or state family and medical leave. Employees may use other available paid leave to supplement partial wage replacement under this policy.

Employees have to provide the Company with 30 days' written notice of the need for leave, unless it's unforeseeable.

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 while on leave. Upon return from leave, employees are entitled to their same or equivalent position.

Employees must apply directly through the state for temporary caregiver benefits. Employees can apply on the Department of Labor and Training's website.

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values. *In Rhode Island: race, color, national origin, sex, religion, age, physical or mental disability, sexual orientation, gender identity or gender expression, homelessness, and genetic information*

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics:

Information about the Rhode Island Commission for Human Rights can be found at http://www.richr.ri.gov/ or by calling (401) 222-2661 or (401) 222-2664 (TTY) or emailing RICHR.Info@richr.ri.gov.

Pay Transparency

Rhode Island employees may request the wage range for their current position. Employees will be provided with the wage range for their position at the time of hiring or after they move into a new position.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Rhode Island employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Meal and Rest Breaks

Non-exempt Rhode Island employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 20-minute meal break. Non-exempt employees who work at least eight hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Meal break requirements do not apply at health care facilities or if there are fewer than three employees at one site during the shift. Employees will be relieved of all duties for the full meal break. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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:

- *Rhode Island employees who have worked for Partners Personnel for 12 months are eligible for leave under the Military Family Relief Act (MFRA) if they are the parent or spouse of a member of the military who is called into service for longer than 30 days. Before taking leave under the MFRA, employees must have exhausted all other forms of compensatory leave.*

- *Rhode Island employees who seek to take leave under the MFRA must provide at least 14 days' notice to Partners Personnel of the intended start of leave if the leave will consist of 5 or more consecutive workdays. If the leave will be less than 5 consecutive workdays, employees must provide advance notice as is practicable. Partners Personnel may require certification from the proper military authority to verify employees' eligibility to take the requested leave.*

- *Rhode Island employees whose military orders are in effect are entitled to 15 days of unpaid leave at any time the Company has 15-50 employees and 30 days of unpaid leave at any time the Company has over 50 employees. Employees using this leave will, upon reinstatement, be restored to their same or similar position with the same rights, pay,*

seniority, and other benefits intact. Employees may only take leave under this policy after they have exhausted all other accrued leave except sick and disability leave.

Overtime

Rhode Island employees also earn overtime for all hours worked on Sundays or legal holidays.

Rhode Island Sick Leave

This leave is paid when Partners Personnel has 18 or more employees in Rhode Island.

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

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;
- Care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a healthcare provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- The employee or a family member is a victim of domestic violence, sexual assault, or stalking; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child (including a biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner, or child for whom the employee has parental responsibility), parent (including a biological, adopted, foster, or step-parent of an employee or their spouse, or other person who had parental responsibility for the employee or employee's spouse when they were a minor), spouse, mother-in-law, father-in-law, grandparent, grandchild, domestic partner, sibling (including half, step, adopted, or foster sibling), care recipient, or member of the employee's household.

"Care recipient" means a person for whom the employee is responsible for providing or arranging health or safety-related care, including helping the person obtain diagnostic, preventive, routine, or therapeutic health treatment or making sure the person is safe following domestic violence, sexual assault, or stalking.

“Member of the employee’s household” means a person that resides at the same physical address as the employee or a person that is claimed as a dependent by the employee for federal income tax purposes.

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

If employees know of the need for sick leave at least 24 hours in advance of their next work shift, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive workdays, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Reasonable documentation may include certification signed by a healthcare professional; an employee's written statement that they or their family member was a victim of domestic violence, sexual assault, or stalking and that the leave taken was for one of those purposes; or a police report, court document, or signed statement from a victim and witness advocate indicating that the employee or their family member was a victim of domestic violence, sexual assault, or stalking.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 135 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

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

Pay Transparency

Rhode Island employees may request the wage range for their current position. Employees will be provided with the wage range for their position at the time of hiring or after they move into a new position.

Pregnancy Leave

Rhode Island employees who are unable to work due to medical complications relating to pregnancy may be eligible for Temporary Disability Insurance ("TDI") to cover a portion of their wages for up to 30 weeks. For more information, visit: https://dltweb.dlt.ri.gov/TDIReserve/Common/Welcome.

School Involvement Leave

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

Rhode Island employees who have been employed by Partners Personnel for twelve consecutive months may take up to ten hours of unpaid leave during any twelve-month period to attend school conferences or other school-related activities for a child if they are the parent, foster parent or guardian of that child. Employees must provide at least 24 hours' advance notice of the need for leave under this policy. See the Rhode Island Parental and Family Leave policy for more information.

Sexual Harassment Policy

Local Protections

Rhode Island employees can find information about filing a complaint with the Rhode Island Commission for Human Rights at http://www.richr.ri.gov/. Employees may contact the Commission by phone at (401) 222-2661 or (401) 222-2664 (TTY), by email at RICHR.Info@richr.ri.gov, or at 180 Westminster Street, 3rd Floor Providence, RI 02903.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Volunteer Emergency Responder Leave

Rhode Island employees who are volunteer firefighters or emergency medical technicians may take unpaid leave to respond to an emergency. Responding to an emergency means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call,

hazardous materials incident, or a natural or man-made disaster, where the emergency occurs during a period other than the employees' normal working hours.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a signed statement from the chief of the fire or ambulance department stating that the employee responded to an emergency, the time of the emergency, and when they returned from the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Witness Duty Leave

Rhode Island employees may take unpaid time off to comply with a valid subpoena to testify in a court or administrative 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who refuse to work on Sunday or a legal holiday will not be retaliated or discriminated against.

South Carolina

Handbook Disclaimer and Acknowledgement

This acknowledgement should be placed on the introduction page of your Employee Handbook. The introduction already includes the necessary capitalized and underlined language.

Acknowledgment that this handbook **does not** create an implied or express employee contract (South Carolina employees only)

_____ _____

Signature Date

This addendum only applies to employees in South Carolina. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In South Carolina: race, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, genetic information, religion, national origin, color, disability, military status, and age (40 or older)*

Information about the South Carolina Human Affairs Commissions can be found at https://schac.sc.gov/employment-discrimination or by calling (803) 737-7800.

Immigration Law Compliance

In South Carolina, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees.

Isolation and Quarantine Leave

Employees will not be fired, demoted, or otherwise discriminated against for complying with an isolation or quarantine order. Employees may be required to use available paid leave while isolated or quarantining. Employees should provide Partners Personnel with reasonable notice of the need for leave after receiving an isolation or quarantine order. Partners Personnel may require reasonable documentation of the order.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides South Carolina employees with unpaid time off for jury duty service. While on leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which

they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Pay Transparency

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

Volunteer Emergency Responder Leave

South Carolina employees who are volunteer firefighters or emergency medical service responders may take unpaid leave to respond to an emergency where the United States President has declared a state of emergency or where the Governor has declared a state of emergency in a county in the state.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, such as a statement from the chief of the fire or ambulance department stating that the employee responded to an emergency. Partners Personnel will not discriminate or retaliate against any employee for their membership volunteer emergency services or for requesting or taking leave in compliance with this policy.

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

Witness Duty Leave

South Carolina employees who are victims of or witnesses to crimes may take unpaid time off to comply with a valid subpoena. A “victim” is a person who suffers real or threatened harm as the result of the commission or attempted commission of a crime. “Victim” also includes family members of victims if the victim is (1) deceased, (2) a minor, (3) incompetent, or (4) physically or psychologically incapacitated. A person is not a “Victim” if they are under investigation for, have been charged with, or have been convicted of the crime at issue. A “witness” is a person who has relevant information related to a crime and has been, could be, or is expected to be called to testify in legal proceedings related to that crime .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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not retaliate against employees for taking this leave, including by suspending or reducing their wages or benefit.

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

South Dakota

This addendum only applies to employees in South Dakota. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Business Expense Reimbursement Policy

For **South Dakota** employees, reimbursable expenses include any necessary expenses incurred as a result of (i) employees' discharge of their duties, or (ii) following instructions from an employee's supervisor or Partners Personnel management.

Elected Official Leave

South Dakota employees who are elected to the Legislature may take unpaid time off to perform their official legislative duties. Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Employees who take leave under this policy will not suffer any loss of job status or seniority based purely on their absence.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: I*n South Dakota: race, color, creed, religion,*

sex, pregnancy, sexual orientation, gender identity, ancestry, disability, national origin, blindness or partial blindness, military status, and genetics.

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides South Dakota employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Any employee serving on a jury will maintain the same job status, pay, and seniority as they had prior to performing jury duty.

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

Voting Leave

South Dakota employees who are eligible to vote in any election in South Dakota may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Political Activity Leave

South Dakota employees elected to the Legislature may take unpaid time off to perform any of their official duties as a member of the Legislature.

Partners Personnel will not retaliate against employees for requesting or taking time off under this policy. Employees returning after taking leave under this policy will retain the same job status and seniority as they had when leave was originally taken.

Tennessee

This addendum only applies to employees in Tennessee. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Election Official Leave

Employees who also work as part-time voting machine technicians may take unpaid time off to fulfill their duties as a voting machine technician. Employees can take as much unpaid time off as is necessary for this purpose.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Tennessee: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability (physical, mental, or visual), military status, and volunteer rescue squad worker status if absent or late to work because the worker is responding to an emergency before the employee's reporting time*

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.

Immigration Law Compliance

In Tennessee, Partners Personnel uses the federal E-Verify system to verify the employment authorization of all new employees while the Company has 35 or more employees in the United States.

Holidays

If Partners Personnel does not recognize Veterans Day, November 11, as a Holiday, **Tennessee** veterans may receive the day off, unpaid, if they provide at least one month's written notice and provide proof-of-service documentation. Leave may be denied if it would impact public

health or safety, or if it would cause the Company significant economic or operational disruption. Salaried exempt employees will not have their pay reduced for taking this leave.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty.

If Partners Personnel has five or more employees, Tennessee employees (except those who have been employed by Partners Personnel on a temporary basis for less than six months) will receive their regular wages while serving on a jury/attending jury selection (including travel time), less the amount they received from the county or state for serving as a juror, for each day their service as a juror exceeds three hours. Generally Partners Personnel will not compensate any employee for more time than was actually spent serving and traveling to and from jury duty. Employees who have worked for Partners Personnel on a temporary basis for less than six months may take leave under this policy to serve on jury selection or jury duty when called, but such leave will be unpaid. However, the salaries of exempt salaried employees will not be reduced, except to offset amounts employees receive as jury duty or witness fees, for any week in which they work and also misses work time for jury duty, regardless of tenure.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If employees serve 3 hours or fewer on any day of jury selection or jury duty, they must return to work (or log back on to work, if working remotely) for the remainder of their work schedule. However, if an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, they will be excused from work for the shift immediately preceding their first day of jury service. After the first day of service, when the employee's responsibility for jury duty exceeds three hours during a day, if they work the night shift or works during hours preceding those in which court is normally held, they will also be excused from their next scheduled work period occurring within 24 hours of that day of jury service.

Meal and Rest Breaks

Non-exempt Tennessee employees who work at least six consecutive hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Breaks will not be scheduled during or before the first hour of work. Employees will be relieved of all duties for the full meal break. Employees principally employed in the service of food or beverages and who receive and report earned tips may waive their meal break if both they and Partners Personnel agree in writing. Failure to take full meal breaks is a violation of Partners Personnel

policy, which may subject employees to disciplinary action, possibly including termination of employment.

Pregnancy Leave

This policy applies only when Partners Personnel has 100 employees at a workplace.

Tennessee employees are eligible to take leave under this policy if they (i) have worked for Partners Personnel for at least 12 months prior to requesting leave; (ii) work full-time as defined by the Company's personnel practices and policies; and (iii) are employed at a job site or location with 100 or more regular, full-time employees.

Eligible employees may take up to four months of unpaid time off for adopting a child, pregnancy-related reasons, childbirth, and nursing an infant. Such leave will run concurrently with FMLA leave (as applicable). Taking leave under this policy will not affect any of an employee's right to benefits that they were eligible for as of the start of the leave, but Partners Personnel may require employees to continue to pay premiums for benefits (as applicable).

If employees provided at least three months' advance notice of the need for leave (or for employees that couldn't give this notice because of a medical emergency or late notice of adoption), employees will be reinstated to their same position when they return from leave, or, if that position is unavailable, to a comparable position except as allowed by applicable law. For example, if a reduction in force occurs during the time employees are on leave and they are included in the reduction, their employment may be terminated at the same time as the other employees even if they are on leave at that time.

Partners Personnel will not discriminate or retaliate against, deny employment, reemployment, promotion, or any other benefit of employment; or subject any employee or applicant to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Volunteer Firefighter Leave

Tennessee employees who are volunteer firefighters may take time off for the purpose of responding to emergencies and fire calls. Employees may take off the next scheduled work period within 12 hours following the response as a vacation day without loss of pay, if they assisted in fighting the fire for more than four hours, or if they worked for more than four hours the prior day or night as a volunteer firefighter in an emergency. If the employee is not entitled to a vacation day or sick leave day, then they may be permitted such time off without pay.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor of the volunteer fire department stating that the employee responded to an emergency and the time and date of

the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Civil Air Patrol Leave

Tennessee employees who are members of the Tennessee army or national guard, the Tennessee state guard, or Civil Air Patrol may take unpaid leave to perform their duties in an emergency or train under official orders.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written copy of the mission order. Partners Personnel will not discriminate or retaliate against any employee for their membership in the civil air patrol or for requesting or taking leave in compliance with this policy. This includes protections from loss of time, other pay, regular leave or vacation, or impairment of efficiency rating.

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

Voting Leave

Tennessee employees who are eligible to vote in any election in Tennessee may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel notice by at least noon on the day prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the 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 805-880-9404. 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 be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

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

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

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

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

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Human Resources at 805-880-9404 immediately.

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

Questions

Employees should contact Human Resources at 805-880-9404 with any questions about this policy.

Texas

This addendum only applies to employees in Texas. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Texas: race (including hair texture or style that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, disability, religion, national origin, age (40 and older), sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity genetic information, and military service*

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.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Texas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Texas, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Precinct Convention Leave

Texas employees who are delegates in or who are eligible to attend precinct conventions may take unpaid time off to participate in conventions. Employees must provide Partners Personnel with reasonable notice of the need to take time off under this policy. Employees who take leave under this policy will not be penalized or suffer a reduction in wages except for the actual time they are absent from work to attend precinct conventions.

Voting Leave

Texas employees who are eligible to vote in an election in Texas may take paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees who are eligible to participate in or are delegates for a political convention may take unpaid time off to participate in the convention. Employees will not be punished or penalized for taking this leave.

Employees must provide Partners Personnel reasonable advance of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty and Court Appearance Leave

Texas employees may take unpaid time off to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding or hearing, including to appear as a witness in court proceedings, or to attend juvenile court proceedings when required as a parent or legal guardian. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting

the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who work in a retail establishment will be scheduled for at least one 24-hour rest period every seven-day period they work.

Utah

This addendum only applies to employees in Utah. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Utah: race, color, sex, pregnancy, childbirth, pregnancy-related conditions, age (40 and older), religion, national origin, disability, genetic information, sexual orientation (actual or perceived), military status, and gender identity. Vaccination or immunity status will not be used in employment decisions except as permitted by law.*

Information about the Utah Anti-Discrimination and Labor Division can be found at https://laborcommission.utah.gov/divisions/utah-antidiscrimination-and-labor-uald/ or by calling 801-530-6800.

Immigration Law Compliance

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

This policy only applies while Partners Personnel has 150 or more employees in Utah.

In Utah, Partners Personnel uses the federal government's E-Verify system when hiring new employees while the Company has 150 or more employees in Utah.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Utah employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Meal and Rest Breaks

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

Outside Employment Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Nothing in this policy is intended to prohibit employees from engaging in volunteer work for emergency services, such as to act as a local firefighter.

Pay Transparency

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

Volunteer Emergency Response Leave

Utah employees who are volunteer firefighters, emergency medical service personnel, or mobilized as part of a posse comitatus may take unpaid time off to respond to an emergency in that capacity.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief executive officer of the employee's volunteer fire company, or other organization, stating that they responded to a call and the time of the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or being late to work due to responding to an emergency.

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

Voting Leave

Utah employees who are eligible and registered to vote in Utah may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Witness Duty and Subpoena Leave

Utah employees may take unpaid time off to attend a deposition or other hearing in response to a subpoena. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Vermont

This addendum only applies to employees in Vermont. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Crime Victim Leave

Vermont employees who have been employed by Partners Personnel for at least 6 months for an average of at least 20 hours per week and are victims of a crime may take unpaid time off to:

- Attend a criminal proceeding where the employee or their family member is a victim and has a right or obligation to appear at the proceeding;
- Attend a deposition or court proceeding in response to a family member's subpoena to testify as a victim of a crime;
- Attend a hearing concerning an order against stalking or sexual assault in which the employee is the plaintiff seeking the order; or
- Attend a relief from abuse, neglect, or exploitation hearing in which the employee is the plaintiff seeking the order.

Employees should provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practicable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees will continue to receive their benefits for the duration of the leave under this section. After returning from leave under this section, employees will be offered the same or comparable job at the same level of compensation, employment benefits, seniority, or any other term or condition of the employment existing on the day leave began. This doesn't apply if the employee would have been terminated during their leave for reasons unrelated to the leave itself.

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

Elected Official Leave

This policy applies only when Partners Personnel has six or more full-time employees.

Vermont full-time employees who are elected to the state General Assembly may take unpaid time off to serve, except where prohibited by federal law.

Employees must notify Partners Personnel in writing, of their intent to run for such office within ten days of filing their primary election nomination to be eligible for leave. Employees must also provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees who take such leave will not lose any status, seniority, or other benefits for taking leave in compliance with this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Vermont: race (including traits associated with or perceived to be associated with race, like hair type, hair texture, hairstyles, and protective hairstyles), color, religion, ancestry, national origin, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, place of birth, crime victim status, age (18 and older), physical or mental condition, credit history, HIV-positive status, National Guard membership or service, assertion of workers' compensation claims, taking parental or family leave, military status, and genetic information.*

Information about the State of Vermont Human Rights Commission can be found at https://hrc.vermont.gov/ or by calling 802-828-2480 or 800-416-2010 or emailing human.rights@vermont.gov.

Vermont Unpaid Parental and Family Leave

The bereavement leave, leave for qualifying military exigency, safe leave, and parental leave provisions of this policy apply only when Partners Personnel has 10 or more employees total who work an average of at least 30 hours per week during a year. The family leave provisions of this policy apply only when Partners Personnel has 15 or more employees total who work an average of at least 30 hours per week during a year.

Partners Personnel provides parental and family leave in accordance with the Vermont Parental and Family Leave Act (VPFLA).

Vermont employees are eligible for VPFLA leave if they have worked an average of at least 30 hours per week for 12 months before the leave. Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period for the following reasons ("Eligible Reasons").

Employees can take bereavement leave after the death of a family member including to settle or administer the deceased's estate, which must be taken within one year after the death. Employees can only use up to 2 of the 12 weeks of leave available for bereavement leave, with no more than five workdays to be taken consecutively.

Employees can take qualifying military exigency leave for the same reasons as defined by the federal FMLA.

Employees can take safe leave if they or their family member is a victim or alleged victim of domestic violence, sexual assault, or stalking, and they aren't the perpetrator of the crime, for the following reasons:

- To recover from their injuries; or for themselves or their family members;
- To seek or obtain medical care, counseling, or social or legal services,
- To participate in safety planning,
- To relocate or secure safe housing,
- To respond to a fatality or near fatality related to domestic violence, sexual assault, or stalking, or
- To meet with a State's Attorney or law enforcement officer.

Employees can take parental leave for the following reasons:

- During pregnancy;
- To recover from childbirth or a miscarriage;
- The birth of their child and to care for and bond with their child withing 1 year after their birth; and
- During the first year after placement of a child (age 18 and younger) with the employee for the purpose of adoption or foster care or to care for or bond with the child within 1 year after the placement for adoption or foster
- care.

Additionally, Vermont employees may take up to four hours of unpaid time off in a 30-day period, not to exceed 24 hours in any 12-month period (“short-term family leave”) for the following reasons:

- To attend or to accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse, or parent-in-law to other appointments for professional services related to their care and well-being;
- To respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law; or
- To participate in preschool or school activities directly related to the academic educational advancement of their child, stepchild, foster child, or ward who lives with them, such as a parent-teacher conference.

Family member means:

- An employee’s child, regardless of age, including a biological, adopted, foster, or stepchild; a legal ward; a child of the employee’s spouse or partner; or a child for whom the employee acts as a parent. This also includes an individual to whom the employee provided parental care when they were a minor, or any individual for whom the employee has parent-like caregiving responsibilities.
- A parent of an employee or their spouse or partner, inclusive of biological, foster, adoptive, or step relationships. This also includes a legal guardian or a person who acted as a parent to the employee or their spouse or partner when they were a minor.
- A person to whom the employee is legally married, or a civil union or domestic partner.
- A grandparent, grandchild, or sibling of the employee or their spouse or partner, including biological, foster, adoptive, or step relationships.

Employees must provide reasonable written notice of their need for this leave, including the date the leave is expected to start and an estimate of how long it will last. Employees taking leave for the birth or adoption of a child must provide six weeks’ notice. For short-term family leave, employees must make a reasonable attempt to schedule appointments outside of regular work hours and must provide notice at least 7 days before the leave will start. In the case of an emergency or unanticipated need for leave in which a seven-day notice requirement would have a severe adverse impact, notice should be provided at the earliest opportunity. Partners Personnel may request reasonable documentation reflecting the need for such leave.

If leave is taken for a family member, employees may be required to provide documentation that identifies the qualifying family relationship.

VPFLA leave is unpaid. Employees may substitute up to six weeks of available vacation for unpaid VPFLA leave.

Employees may take VPFLA leave on an intermittent basis. Employees may return from leave earlier than estimated upon approval of the Company. Employees must provide reasonable notice of the need to extend leave. If VPFLA leave is requested because of the employee's serious illness or that of a family member, Partners Personnel may require certification from a physician to verify the condition, the necessity for leave, and the amount of leave requested.

Employees will continue to receive employment benefits for the duration of the leave at the level and under the conditions that coverage would be provided if they had continued in employment for the duration of the leave. Employees must continue to pay their portion of their insurance premium.

Upon return from VPFLA leave, employees will be offered the same or a comparable job at the same level of compensation, employment benefits, seniority, and any other term or condition of the employment existing when their leave began. However, this does not apply if the employee was given notice or had given notice that employment would terminate during VPFLA leave. Employees will also not be offered the same position if their job would have been terminated or the employee would have been laid off for reasons unrelated to their leave, or if the employee performed unique services and hiring a permanent replacement during the leave (after giving reasonable notice to the employee of intent to do so) was the only alternative available.

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

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Vermont employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons

for jury duty. Employees serving on a jury will maintain the same job status, pay, and seniority as they had prior to performing jury duty.

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

Meal and Rest Breaks

Non-exempt Vermont employees are entitled to reasonable opportunities during the workday to eat and use the restroom on Partners Personnel premises.

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

***Vermont** employees who are members of the U.S. Armed Forces reserves, an organized unit of the National Guard, or the ready reserves may take up to 15 days of unpaid leave per year for military drills, training, or other temporary duty. Employees may use available vacation during their military absence. Once an employee has completed their military training or temporary duty, the employee is entitled to be reinstated to their former position, with the same status, pay, and seniority (including seniority that accrued during the leave).*

Paid Sick Leave

Vermont employees who work an average of at least 18 hours per week are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 52 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Illness or injury of the employee or a family member, including for professional diagnostic, preventive, routine, therapeutic health care, or accompanying a family member to an appointment for their long-term care.
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to arrange for social or legal services or obtain medical care or counseling;
- Closure of a family member's school or business for public health or safety reasons; or
- Other reasons provided under applicable law.

For purposes of this policy, "family member" means a parent, grandparent, spouse, child (including a biological or adopted child, whether a minor or adult, and foster child), sibling, parent-in-law, or grandchild.

Employees are entitled to use accrued paid sick days after their first year of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over any earned but unused sick leave year-to-year.

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

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. Employees who are rehired aren't entitled to reinstatement of unused sick leave previously accrued. But if they were involuntarily terminated and are rehired within 1 year, they are entitled to resume where they left off with their 12-month waiting period or may immediately begin accruing sick leave if they previously completed their 12-month waiting period.

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

Pregnancy Leave

Vermont employees may be eligible for parental leave under the Vermont Unpaid Parental and Family Leave policy. See that policy for more information.

School Activities Leave

Vermont employees may take up to four hours of unpaid time off in a 30-day period, not to exceed 24 hours in any 12-month period, to participate in preschool or school activities directly related to the academic educational advancement of their child, stepchild, foster child, or ward who lives with them, such as a parent-teacher conference.

To be eligible for leave under this policy, employees must make a reasonable attempt to schedule such appointments for outside of regular work hours. Employees must provide notice of the need for leave under this policy at the earliest opportunity, and not less than seven days before the requested leave is set to occur. In the case of an emergency in which a seven-day notice requirement would have a severe adverse impact, notice should be provided at the

earliest opportunity. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. See the Vermont Parental and Family Leave policy for more information.

Sexual Harassment Policy

Vermont employees can contact the Vermont Human Rights Commission to file a complaint. The office is located at 14-16 Baldwin Street, Montpelier, VT 05633-6301. Contact the Commission by phone at (802) 828-2480 or by email at human.rights@vermont.gov. Employees can visit https://hrc.vermont.gov/how-to-file to file a complaint.

Town Meeting Leave

Vermont employees may take unpaid time off to attend their annual town meeting if their absence will not disrupt the Company's essential operations.

Employees must provide Partners Personnel at least seven days advance notice of their need to take time off under this policy.

Witness Duty Leave

Vermont employees may take unpaid leave to respond to a summons to appear as a witness in a civil, criminal, or administrative 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, as permitted by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Employees who take leave to serve as a witness will maintain the same job status, pay, and seniority as they had prior to such leave.

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

Virginia

This addendum only applies to employees in Virginia. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Virginia Civil Air Patrol Leave

Virginia employees who are volunteer members of the civil air patrol may take unpaid time off if they have been authorized by the U.S. Air Force, the Governor, or the state to respond to or train for an emergency mission. To be eligible for this leave, employees must provide Partners Personnel with certification that the employee has been authorized by the United States Air Force, the Governor, or a department, division, agency, or political subdivision of the state to respond to or train for an emergency mission. This leave can't exceed 10 days per federal fiscal year for training and 30 days per federal fiscal year for emergency response missions.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees will not be required to use available vacation during otherwise unpaid time off taken under this policy.

Crime Victim Leave

Virginia employees who are victims of crime, or whose family members are the victims of crimes may take unpaid time off to attend all criminal proceedings relating to the crime, unless the employee or their family member committed the criminal offense. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company's business.

For purposes of this policy, "family member" includes a spouse, child, or parent or legal guardian of a victim who is a minor or physically or mentally incapacitated. "Victims of crime" include individuals who have suffered physical, psychological, or economic harm as a result of certain crimes, including, but not limited to, felonies, assault and battery, stalking, violation of a protective order, sexual battery, attempted sexual battery, maiming, driving while intoxicated, and delinquent acts that would qualify as these listed crimes if committed by an adult.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practicable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including a copy of the form provided to the employee by the applicable law-enforcement agency under the state victims' rights law, and, if applicable, a copy of the notice of each scheduled criminal proceeding that is provided to the employee.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Election Officer Leave

Virginia employees who are appointed by an electoral board to serve as members of a local electoral board, as assistant general registrars, or as officers of election may take unpaid time off to serve at a polling place on election day or at a meeting of the electoral board following the election to ascertain the results of such election.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Employees taking leave under this policy will not be required or requested to use vacation. If an employee serves as an election officer for four or more hours, including travel time, they will not be required to start a shift that begins on or after 5:00 p.m. on the day of service or before 3:00 a.m. on the day following the day of service.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Virginia: race, hair (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, religion, national origin, ethnic origin, sex (including pregnancy, childbirth, related medical conditions, and lactation), sexual orientation, gender identity, age (40 and older), marital status, disability, military status, and genetic information.*

Information about the Virginia Office of Civil Rights can be found at www.oag.state.va.us/programs-initiatives/human-rights or by calling 804-225-2292.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Virginia employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted

by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees who are summoned for jury duty and take unpaid time off pursuant to this policy and appear for four or more hours (including travel time) for jury duty in one day will not be required to work on a shift beginning on or after 5 p.m. that same day, or before 3 a.m. the following day.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Meal and Rest Breaks

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Virginia employees who are members of the Virginia National Guard, Virginia State Defense Force or naval militia called to state active duty are entitled to take unpaid leave from their position with Partners Personnel. Employees taking leave under this policy may use available vacation during a period of active service, but Partners Personnel will not request or require them to do so. The choice is solely within the discretion of the employee.

Organ & Bone Marrow Donation Leave

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

This policy applies to Virginia employees who (i) have been employed by Partners Personnel for at least 12 months and (ii) have worked at least 1,250 hours during the previous 12 months.

Virginia employees may take up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor. This leave does not run concurrently with leave taken under the FMLA.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need

for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow.

Leave taken under this policy will not constitute a break in the employee's continuous service for the purpose of salary adjustments, sick leave, paid leave, or other employee benefits. Upon return from leave, Partners Personnel will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against an employee for taking leave under this policy.

Social Security Number Privacy Policy

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

Witness Duty and Court Attendance Leave

Virginia employees may take unpaid time off to appear in court to comply with a subpoena, summons, or court order requiring their appearance, including their appearance as a witness unless they are a defendant in the criminal case. 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 Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Partners Personnel will not require it, but employees may use available vacation during otherwise unpaid time off taken under this policy.

Washington

This addendum only applies to employees in Washington. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bereavement Leave

Partners Personnel provides bereavement leave to eligible Washington employees under the Washington Paid Family and Medical Leave Insurance policy. See that policy for more information.

Business Expense Reimbursement Policy

For Washington employees, reimbursable expenses include the cost of purchasing any required uniform.

For **Seattle** employees, reimbursable expenses include any necessary expenses incurred as a result of (i) employees' discharge of their duties, or (ii) following instructions from an employee's supervisor or Partners Personnel management.

Domestic Violence Leave

Washington employees who are victims, or whose family member is a victim, of domestic violence, sexual assault, hate crime, or stalking (provided the employee is not the alleged perpetrator) may take unpaid time off to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to domestic violence, sexual assault, hate crime, or stalking;

- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, hate crime, or stalking (or to attend to health care treatment for a victim who is the employee's family member);

- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, hate crime, or stalking;

- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, hate crime, or stalking, in which the employee or their family member was a victim of domestic violence, sexual assault, hate crime, or stalking; or

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family members from future domestic violence, sexual assault, hate crime, or stalking.

For purposes of this policy, "family member" means the employee's child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. "Dating relationship" means a social relationship of a romantic nature, considering (a) the length of time the relationship has existed; (b) the nature of the

relationship; and (c) the frequency of interaction between the parties. "Child" includes a biological, adopted, or foster child, stepchild, a child's spouse, a child for whom the employee has parental responsibility or is the legal guardian, regardless of the child's age. "Parent" includes a biological, foster, or adoptive parent, stepparent, the employee or their spouse's legal guardian, or a person who had parental responsibility for the employee when they were a child. Leave under this policy can be taken intermittently or on a reduced leave schedule.

Partners Personnel will provide reasonable safety accommodations to employees who are victims or whose family member is a victim of domestic violence, sexual assault, hate crime, or stalking, if (i) the employee has disclosed to Partners Personnel the employee's or their family member's status as a victim of domestic violence, sexual assault, hate crime, or stalking; (ii) the employee requests a reasonable accommodation for the safety of the employee while at work; and (iii) the accommodation is reasonable and would not pose an undue hardship on the Company. A reasonable safety accommodation may include a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation (typically for employees who are not remote), or any other reasonable adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, hate crime, or stalking.

Employees or their designees must provide reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical, but no later than the end of the first day that the employee takes leave.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A copy of a police report indicating that the employee or their family member was a victim of domestic violence, sexual assault, hate crime, or stalking;
- A court order protecting or separating the employee or their family member from the perpetrator of the act of domestic violence, sexual assault, hate crime, or stalking, or other evidence from the court or the prosecuting attorney that the employee or their family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, hate crime, or stalking;
- Documentation that the employee or their family member is a victim of domestic violence, sexual assault, hate crime, or stalking, from any of the following people from whom the employee or their family member sought assistance in addressing the domestic violence, sexual assault, hate crime, or stalking: an advocate for victims of domestic violence, sexual assault, hate crime, or stalking; an attorney; a member of the clergy; or a medical or other professional; or

- An employee's written statement that the employee or their family member is a victim of domestic violence, sexual assault, hate crime, or stalking, and that the leave or accommodation taken was for one of the purposes described above.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable federal, state, or local law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking reasonable accommodation in compliance with this policy.

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

Equal Employment and Anti-Discrimination Policy

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Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Washington: race (including hair texture and protected hairstyles), creed, national origin, age, color, sex (including pregnancy), citizenship or immigration status, honorably discharged veteran or military status, sexual orientation (including heterosexuality, homosexuality, bisexuality, and gender expression or identity), gender identity, marital status, presence of any sensory, mental, or physical disability, use of a trained guide dog or service animal by person with a disability, and genetic information.In Seattle: caste.*

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

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

Washington employees are eligible for WA-PFMLA leave and partial wage reimbursement from the state if they have worked at least 820 hours in Washington during either the first four of the last five completed calendar quarters or the last four completed calendar quarters immediately

before applying for leave. Eligible employees may take up to 12 weeks of 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. This means, for example, that if an employee uses all 12 weeks of family leave, then they can only take an additional 4 weeks of medical leave that year.

Employees can take leave under this policy for the following reasons:

- For the employee's serious health condition;
- To care, including physical or psychological care, for the employee's child, grandchild, grandparent, parent, sibling, or spouse with a serious health condition;
- To care for or bond with the employee's child after birth or placement (age 18 and younger) during the first year after birth or placement;
- Because of the postnatal death or stillbirth of an employee's child during the 7 days after the death; or
- Because of certain qualifying military exigencies, including preparing for a family member's military pre- and post-deployment activities, or to attend to childcare issues related to a family member's military deployment.

If an eligible employee 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.

WA-PFMLA leave runs concurrently with FMLA leave. Paid leave benefits under this policy are separate from any sick leave or temporary disability benefits related to pregnancy or childbirth.

Employees may receive partial wage benefits during WA-PFMLA leave through Washington's Paid Family and Medical Leave program, which is administered by the Washington Employment Security Department (the "ESD"). The amount of partial wage replacement is subject to a weekly cap. Except for WA-PFMLA leave taken for the birth or placement of a child, the ESD may impose a seven-calendar-day waiting period before providing partial wage replacement benefits. This waiting period does not reduce the maximum duration of WAP-FMLA leave and does not apply to medical leave taken upon the birth of a child. More information about calculating the amount of partial wage replacement benefit may be found at https://www.paidleave.wa.gov/.

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

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

While Partners Personnel has 25 or more employees WA-PFMLA leave is job protected for employees that have worked for the Company for at least 180 calendar days before taking the leave. This means that when a qualifying employee returns from leave they will be restored to the same or an equivalent position. Employees may continue participating in any health and welfare benefit plans in which they were enrolled before WA-PFMLA leave. Employees must continue to pay their portion of the insurance premium. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following WA-PFMLA leave.

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

Washington Family Care Act Leave

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

- biological, adopted, or foster child, stepchild, legal ward, or person over whom the employee stands *in loco parentis* 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.

Employees may not take this leave until it has been earned and the employee is otherwise entitled to use it. Employees may not take FCA leave for their own personal medical conditions; it is only available for the care of employee family members.

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

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Washington employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work

and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Meal and Rest Breaks

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

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

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

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

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

Military Service Leave

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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. Eligible military services include any voluntary or involuntary service, whether active duty or training, in the Washington National Guard or the U.S. Public Health Service Commissioned Corps.*

- ***Washington*** *employees eligible for military leave under the Washington Military Family Leave Act (WMFLA) may take up to 15 days of unpaid leave per deployment after their military spouse or partner has been notified of an impending call or order to active duty, but before they have been deployed. Eligible employees may also use this leave when their military spouse or partner is on leave from deployment. Upon return from leave taken under this policy, employees are entitled to reinstatement to their previous position or one of equivalent benefits, pay, and other terms of employment at a workplace within 20 miles of the employee's workplace prior to leave.*

- ***Washington*** *employees who seek to take leave under the WMFLA must notify Partners Personnel of their intent to take such leave within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.*

Outside Employment Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

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 (i) does not affect their own safety or the safety of others in connection with their work for the Company, (ii) does not interfere with the Company's normal scheduling expectations, and (iii) does not conflict with the employee's duty of loyalty to the Company or create any conflict of interest under applicable law.

Paid Sick Leave

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

- For the care of the employee or employee's family member's mental or physical illness, injury or health condition, including for care, preventative care, medical diagnosis;

- The employee's place of business has been closed by order of a public official for any health-related reason, or the employee needs to care for a child whose school or place of care has been closed for such a reason;

- If the employee, or their family member, is a victim of domestic violence, sexual assault, hate crime, stalking, time off to:

    - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;

    - Seek treatment by a health care provider for physical or mental injuries caused by the crime or abuse;

    - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from the crime or assault;

    - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, hate crime, or stalking, in which the employee or the employee's family member was a victim of the crime or offense; or

    - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members from future crimes or offenses;

- When a “high risk employee” seeks a reasonable accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave;

- To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine;

- When a household or family member who has been exposed to a contagious disease and is required to quarantine needs additional care;

- To prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or their family member; or

- Other reasons provided under applicable law.

Under this policy, “family member” means: a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a child’s spouse; a biological,

adoptive, de facto, or foster parent, stepparent, or legal guardian of the employee or their spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; an employee's spouse, meaning husband, wife, or state registered domestic partner; a grandparent; a grandchild; a sibling; or someone who regularly lives in the employee's home or whose relationship creates an expectation that the employee will care for that person.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments consistent with the Company's normal payroll practices but won't be required to take sick leave in more than one-hour increments. Employees may carry over up to 40 hours of earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide 10 days' advance notice, or as early as practicable, to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive workdays, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated. If an employee is separated during their 90-day waiting period and then rehired within one year, the employee will receive credit toward the waiting period for their previous days of employment.

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

Seattle, Washington Paid Sick Leave

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

Washington state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be

whichever is more generous to employees. Partners Personnel is a tier 3 employer under Seattle law.

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

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

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

“Household member” means:

- former or current spouse or domestic partner;
- people who have a child together;
- adults related by blood or marriage;
- adults currently living together who lived together in the past;
- people at least 16 years old who live together currently, lived together in the past, and have or had a dating relationship;
- people at least 16 years old with whom a person at least 16 years old has or had a dating relationship; and
- people who have a biological or legal parent-child relationship, including stepparents, stepchildren, grandparents, and grandchildren.

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

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

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

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

Tacoma, Washington Paid Sick Leave

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

Washington state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

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

- Mental or physical illness, injury or health condition of the employee or the employee's family member, including for care, preventative care, or medical diagnosis;
- The employee's place of business or a child's school or place of care has been closed by order of a public official for any health-related reason;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, time off to:
    - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
    - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from the crime or assault; or
    - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future crimes or offenses;
- Bereavement for the death of a family member;
- Other reasons provided under applicable law.

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

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

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

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

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

Pay Transparency

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

Pregnancy Disability Leave

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

Washington employees who are disabled by pregnancy may take an unpaid, job-protected leave in addition to any leave that may be provided under federal and state law for family/medical leave for the period she is sick or temporarily disabled due to pregnancy or childbirth. Employees may be required to provide a certification from a health care provider documenting the necessity for and estimated length of a pregnancy disability leave.

Volunteer Firefighter and Civil Air Patrol Leave

This policy applies only when Partners Personnel has 20 or more full-time employees.

Washington employees who are volunteer firefighters, reserve officers, or volunteer members of the Civil Air Patrol may take unpaid time off to respond to a fire, emergency call, or emergency service operation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

Washington employees who cannot vote by mail in a state-wide election may take up to two hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees must provide Partners Personnel at least two days advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

West Virginia

This addendum only applies to employees in West Virginia. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Emergency Personnel Leave

West Virginia employees who are members of a volunteer fire department or an emergency medical service will not be disciplined or discharged for reporting to an emergency call before they are scheduled to begin work that ultimately results in the loss of work time. Employees who lose work time under this policy may be asked to provide a statement from a supervising authority confirming that they responded to an emergency call and providing the time and date of the call. Employees who lose work time under this policy may also be charged for lost time.

Employees who are charged for lost time under this policy will have the option of charging their time against their regular pay or accumulated leave.

West Virginia Civil Air Patrol Leave

This policy applies only when Partners Personnel has 16 or more employees.

West Virginia employees who are volunteer members of the civil air patrol may take unpaid time off if they have been authorized by the U.S. Air Force, the Governor, or the state to respond to or train for an emergency mission. This leave can't exceed 10 days per year for training and 30 days per year for emergency response missions.

Employees must provide Partners Personnel reasonable advance notice of at least 14 days of the need for leave under this policy, including the intended dates of leave and an estimate of the amount of time needed to complete the mission or training. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees will not be required to use available vacation during otherwise unpaid time off taken under this policy.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In West Virginia: race or ethnicity, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, blindness, military status, and disability*

Information about the West Virginia Human Rights Commission can be found at https://hrc.wv.gov/Pages/default.aspx or by calling (304) 558-2616 or (888) 676-5546.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides West Virginia employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees' time in service and status for purposes of seniority or pay advancement will not be interrupted for the period of jury service.

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

Meal and Rest Periods

Non-exempt West Virginia employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 20-minute meal break at times reasonably designated by Partners Personnel. Employees will be relieved of all duties for the full meal break. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

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

Public Officials Leave

This policy applies only when Partners Personnel has six or more full-time employees.

West Virginia employees who are elected or appointed to a part-time elected public office may take unpaid time off to perform the duties of their office. Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy.

Voting Leave

West Virginia employees may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel at least three days advance notice, in writing, of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Wisconsin

This addendum only applies to employees in Wisconsin. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Bone Marrow and Organ Donation Leave

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

Wisconsin employees who (i) have worked for Partners Personnel for more than 52 consecutive weeks and (ii) have worked at least 1,000 hours during the preceding 52-week period may take unpaid time off only for the period necessary to undergo and recover from bone marrow or organ donation procedures, up to six weeks per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations, subject to the approval of the health care provider of the donee.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, certification issued by the health care provider of the donee or of the employee, whichever is appropriate, of any of the following:

- That the donee has a serious health condition that necessitates a bone marrow or organ transplant;
- That the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee; and/or
- The amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

Upon return from leave under this policy, Partners Personnel will restore the employee to the position they held when the leave began or to an equivalent position with equivalent compensation, benefits, working period, hours of employment, and other terms and conditions of employment. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Civil Air Patrol Leave

This policy applies only when Partners Personnel has 11 or more permanent employees.

Wisconsin employees who are members of the Civil Air Patrol may take up to five consecutive
Wisconsin employees who are members of the Civil Air Patrol may take up to five consecutive workdays of unpaid time off (not to exceed 15 days per year) to participate in an emergency service operation. The employee must notify Partners Personnel in writing that they are a member of the Civil Air Patrol.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees must obtain authorization from Partners Personnel before leaving work to participate in the emergency service operation. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the employee's commander, or the designated representative of their commander, certifying that they were participating in an emergency service operation at the time of the leave of absence.

Employees' time in service and status for purposes of seniority or pay advancement will not be affected by a leave of absence under the policy. Partners Personnel will not refuse to hire an individual, terminate an employee, or discriminate against an employee in promotion, in compensation, or in the terms, conditions, or privileges of employment because the individual is or applies to be a member of the Civil Air Patrol or because the individual performs, has performed, applies to perform, or has an obligation to perform service in the Civil Air Patrol. Partners Personnel will not interfere with, restrain, deny the exercise of the right of an employee to take a leave of absence, discharge, or discriminate against an employee in promotion, compensation, or the terms, conditions, or privileges of employment for taking a leave of absence as under this policy.

Election Official Leave

Wisconsin employees who are appointed as election officials may take the entire 24-hour period off for each day they serve in their capacity as an election official.

Employees must provide Partners Personnel at least seven days' advance notice of their need to take time off under this policy. Partners Personnel will not refuse to allow an employee to serve as an election official, make any threats, or offer any inducements to the employee to prevent them from serving as an election official.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Wisconsin: race, creed, color, sex, sexual orientation, gender identity, marital status, arrest and conviction record history, use of honesty testing, military service, use of genetic testing, pregnancy, childbirth, pregnancy-related conditions, age (40 or older), religion, ancestry, national origin, disability, use or nonuse of lawful products off the employer's premises during non-working hours, and declining to attend a meeting or to participate in any communication about religious or political matters.*

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

This policy applies only when Partners Personnel has fifty or more permanent employees during at least 6 of the last 12 months.

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

Wisconsin employees are eligible for WFMLA leave if they have worked for Partners Personnel for at least 52 consecutive weeks before the leave and have worked at least 1,000 hours during the 52-week period before the leave. Eligible employees may take the following amounts of unpaid leave in a calendar year for the following reasons:

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

WFMLA leave runs concurrently with FMLA leave. Employees may take WFMLA leave on an intermittent basis.

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

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

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

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

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

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

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

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

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

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wisconsin employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees' time in service and status for purposes of seniority or pay advancement will not be interrupted for the period of jury service.

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

Lactation Accommodation

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable. *For employees who work in Wisconsin, this means they will be allowed to breastfeed in any location where they are allowed to be.*

Meal and Rest Periods

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

Volunteer Firefighter, Emergency Medical Services Practitioner, Emergency Medical Responder, or Ambulance Driver Leave

Wisconsin employees who are volunteer firefighters, emergency medical services practitioners, emergency medical responders, or ambulance drivers may take unpaid time off to respond to an emergency that begins before they are required to report to work. Employees who become a member of a volunteer fire department or fire company or become affiliated with an ambulance service provider must submit to Partners Personnel a written statement signed by the person in charge of the emergency service provider notifying Partners Personnel of that fact within 30 days.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. If prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the employee to contact Partners Personnel, the employee must submit a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency. Partners Personnel will not discriminate or retaliate in promotion, compensation, or the terms, conditions, or privileges of employment against any employee for requesting or taking leave in compliance with this policy.

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

Voting Leave

Wisconsin employees who are eligible to vote may take up to three consecutive hours of unpaid time off on election day to vote while polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Partners Personnel will not penalize employees for taking or requesting leave under this policy.

Witness Duty Leave

Wisconsin employees may take unpaid time off when subpoenaed to testify in a criminal or juvenile justice proceeding. An employee will be entitled to paid time off if they are subpoenaed to testify in an action or proceeding as a result of a crime against Partners Personnel or about an incident involving the employee during the course of their employment. 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 should provide Partners Personnel reasonable advance notice within the first business day after receipt of a subpoena to testify of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

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

Workweek and Work Schedules

Employees who work in a factory or retail establishment will be scheduled for at least 24 consecutive hours off every consecutive calendar week.

Wyoming

This addendum only applies to employees in Wyoming. This addendum is in addition to the Employee Handbook and only modifies the provisions included in the addendum.

Equal Employment and Anti-Discrimination Policy

This is only an excerpt of Partners Personnel's complete policy with state specific information included in italics. Please refer to the complete policy for further information.

Partners Personnel is an equal opportunity employer and makes employment decisions based on merit and Company needs. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is one of the Company's core values.

Partners Personnel does not discriminate against (in any aspect of employment, including recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, co-workers, supervisors, and third parties, on the basis of the following Protected Characteristics: *In Wyoming: race, color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability*

Information about the Labor Standards Division of the Wyoming Department of Employment can be found at https://dws.wyo.gov/dws-division/labor-standards/ or by calling (307) 777-7261 or (307) 235-3679.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wyoming employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

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

Voting Leave

Wyoming employees who are eligible to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the United States Congress may take up to one hour of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Witness Duty Leave

Wyoming employees who are victims of or witnesses to a crime may take unpaid time off to respond to a subpoena in a criminal case. 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 should provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

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

Vacation Forfeiture Notice

This notice is provided to employees to make sure that they are aware of the Company's paid leave forfeiture policy.

Employees should know that Vacation time is not paid out at the end of employment. Employees must use all of their leave before they separate from the Company. All unused leave at the end of employment will be forfeited.

I have received the notice and understand Company's Vacation forfeiture policy.

Signature: _____

Name: _____

Date: _____