



Employee Handbook Supplement: Pennsylvania

Pennsylvania Supplement

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General Information

About This Pennsylvania Supplement

SterlingRisk is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Pennsylvania employees will receive the Company's Employee handbook and the Pennsylvania Supplement to the Employee Handbook.

The Pennsylvania Supplement, however, applies only to Pennsylvania employees. It should be read together with the Employee Handbook and, to the extent that the policies in the Pennsylvania Supplement, or what is required under Pennsylvania or local law are different from, or more generous than those in the Employee Handbook, the policies in the Pennsylvania Supplement or required under applicable law will apply.

The Pennsylvania Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the Chief Executive Officer has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing and signed by the Chief Executive Officer.

If employees have any questions about these policies, they should contact the Human Resources Department.

Commitment to Diversity

Equal Employment Opportunity

As set forth in the Employee Handbook, SterlingRisk is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Pennsylvania law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religious creed, ancestry, age (40 and over), sex, national origin, disability (including physical or mental impairment), HIV/AIDS status, military status, membership in the National Guard or other reserve components of the armed forces (including being called to active duty), use of a guide or support animal because of blindness, deafness, or the physical handicap of any individual, and status as a holder of a general educational development certificate or credential (versus a high school diploma).

For purposes of this policy, "sex" includes pregnancy, childbirth and related medical conditions; sex assigned at birth; gender (including gender identity or expression); affectional or sexual orientation; and differences of sex development, variations of sex characteristics or other intersex characteristics. Also for purposes of this policy, "race" includes ethnic characteristics; interracial marriage or association; and traits associated with race, including hair texture and protective hairstyles (e.g., braids, locks and twists).

The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Pregnancy Accommodation (Philadelphia)

Employees working in Philadelphia with needs related to pregnancy, childbirth or a related medical condition may request a reasonable accommodation to enable them to perform the essential functions of their job. A reasonable accommodation may include, but is not limited to, the following: (1) restroom breaks; (2) periodic rest for those who stand for long periods of time; (3) assistance with manual labor; (4) leave for a period of

disability arising from childbirth; (5) reassignment to a vacant position; and (6) job restructuring. The Company will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition as long as the requested accommodation does not impose an undue hardship on the company's business operations.

If leave is provided as an accommodation under this policy, and the leave also qualifies as leave under the Family and Medical Leave Act, the two leaves will run concurrently.

Employees who wish to request an accommodation under this policy should contact Human Resources.

Pregnancy Accommodations (Pittsburgh)

The Company does not discriminate against employees or applicants for employment on the basis of pregnancy, childbirth or medical conditions and events that are related to or caused by pregnancy or childbirth (whether they occur before, during or after pregnancy or childbirth).

This policy applies to individuals who: are pregnant; experience pregnancy-related conditions (including seeking to become pregnant or any condition or event related to or caused by pregnancy or childbirth); or are the partner (i.e., someone who has a relationship of mutual emotional and/or physical support) of a person who is pregnant or affected by such an event.

Employees have the right to request one or more reasonable accommodations for their pregnancy, childbirth or related medical condition or when they are the partner of a person who is pregnant or affected by a related medical condition. The Company will provide a reasonable accommodation that enables the employee to perform the essential duties of the employee's job. A reasonable accommodation for purposes of this policy is one that can be made without causing an undue hardship on the Company's business.

Employees who wish to request a reasonable accommodation under this policy should contact Human Resources. Human Resources will promptly communicate with the employee and engage in good faith in an interactive process to determine the employee's needs and explore possible ways of accommodating the employee. In some cases, the interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that the pregnancy, childbirth or pregnancy-related condition of the employee or the employee's partner may be impacting the employee's work performance or conduct.

At the conclusion of the interactive process, the Company will inform the employee in writing if a reasonable accommodation has been granted or deemed impossible. Employees can make additional requests for accommodation if their condition changes.

The Company may, in some instances, require that employees provide medical documentation when requesting certain accommodations, such as working from home or time off from work.

The Company will not retaliate or tolerate retaliation against an employee because the employee requests an accommodation under this policy, makes a complaint of discrimination, files a complaint alleging unlawful discrimination or expresses an intent to file such a complaint, or participates in an investigation or proceeding related to a discrimination complaint. Employees who believe they have been subjected to retaliation should promptly report such concerns to their supervisor, any management team member or Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

General Employment Practices

Access to Personnel Files

Employees may inspect their personnel file in the presence of a Company representative during regular business hours. Employees may also designate, in writing, an agent to inspect their personnel file. Employees will not be allowed to remove documents from their personnel file, but may take notes during an inspection. In addition, any employee who disagrees with any information in their personnel file may submit a written statement to be included in the file.

Records subject to inspection include the following (to the extent maintained by the Company): applications for employment, wage or salary information, notices of commendation, warnings or disciplinary information, authorizations for deductions or withholding of pay, fringe benefit information, leave records, employment history with the Company (including salary information, job title, dates of changes, retirement records, attendance records and performance evaluations).

The following records are not subject to inspection: records relating to the investigation of a possible criminal offense, letters of reference, documents that are being developed or prepared for use in civil, criminal or grievance procedures, medical records and information used by the Company to plan for future operations. Personnel files also generally do not include information available to the employee under the Fair Credit Reporting Act.

Employees who wish to review their personnel file should submit a written request to Human Resources. To assist the Company in providing employees with the correct records, an employee's written request should indicate the purpose for which the inspection is requested or the particular records the employee wishes to inspect or have inspected by an agent. Employees who wish to designate an agent to inspect the personnel file must also indicate that designation in the written request.

Time Off and Leaves of Absence

Military Leave

In addition to the military leave rights set forth in the Employee Handbook, Pennsylvania employees who serve in the military are entitled to the protections of the Pennsylvania Military Leave of Absence Act (the Pennsylvania Act, also known as PAMLAA).

Under the Pennsylvania Act, the Company will grant an unpaid leave of absence to any employee who is: (1) drafted into or enlists in active military service at the time of war, armed conflict or emergency proclaimed by the governor or the President of the United States; (2) a member of the reserve components of the armed forces who is called to active duty by the United States; (3) a member of the Pennsylvania National Guard who is called to active duty by the governor or their designee; or (4) a member of a National Guard or reserve component from another state.

A military leave granted under this policy will generally expire 90 days after the period of military duty expires, unless federal law provides for a longer period of leave. However, a military leave granted to an employee ordered to active state duty or special state duty as a member of the Pennsylvania National Guard will expire 30 days after the expiration of the period of state duty. Employees may return to employment prior to the expiration of a leave upon notifying the Company of their desire and availability to return.

The Company will continue health insurance and other benefits during the first 30 days of military duty served by a member of the National Guard, or a member of any reserve component called or ordered into active duty, other than active duty for training. At the end of the first 30 days, employees will be given the option of continuing health insurance and other benefits at their own expense at the rate paid by the Company.

Upon return from leave, employees will be restored to their prior position, or a position of like seniority, status and pay. If, however, an employee is not qualified to perform such positions due to a disability sustained during duty, the Company will restore the employee to another position that they are qualified to perform, if any, that will provide like seniority, status and pay, or the nearest approximation, unless the Company's circumstances have changed which make it impossible or unreasonable to do so.

Any employee who is separated from service due to an undesirable, bad conduct or dishonorable discharge generally will not be entitled to benefits under the Pennsylvania Act.

This policy and the military leave policy set forth in the Employee Handbook are intended to grant military leave in accordance with the requirements of applicable state and federal law in effect at the time a leave is granted. No greater or lesser leave benefits will be granted than those set forth in these laws. In all cases, employees will be eligible for the most generous benefits available under applicable law except that state law will not apply if it is invalid due to federal benefit law preemption.

Crime Victim Leave

Eligible employees may take time off from work to comply with a subpoena or other court order to serve as a witness in a criminal proceeding or to attend a criminal proceeding.

Employees are eligible for time off under this policy if they are: (1) the victim of or witness to the crime at issue in the proceeding; (2) related to the victim within three degrees of the employee (i.e., parents, grandparents and great-grandparents; siblings, siblings' children; parents' siblings; children, grandchildren and great-grandchildren); (3) in a common-law relationship with the victim; or (4) living in the same household with the victim.

An employee who is the perpetrator of the crime is not eligible for time off.

Time off under this policy will not be compensated, except that exempt employees will not incur any reduction in pay for a partial week's absence under this policy.

Bone Marrow and Organ Donor Leave

Eligible employees may take time off to donate bone marrow or an organ for human transplant. Employees may take up to five days of paid leave for the donation and recovery from the donation.

Employees who wish to request time off under this policy should contact Human Resources.

Domestic Violence, Sexual Assault or Stalking Victim Leave (Philadelphia)

Employees working in Philadelphia who are victims of domestic violence, sexual assault or stalking, or who have a family or household member who is a victim of domestic violence, sexual assault or stalking, may take up to eight weeks of unpaid leave in any 12-month period. Employees may, but are not required to, use any

available paid leave such as annual vacation leave, paid-time off (PTO), personal leave and sick leave for purposes of leave under this policy.

Employees may use leave to do any of the following for themselves or for their family or household members:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence or stalking;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling services;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety from future domestic or sexual violence or to ensure economic security; or
- Seek legal assistance or remedies to help ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Employees requesting leave under this ordinance must provide their supervisor at least 48 hours' advance notice of their intention to take the leave. If 48 hours' advance notice is not practicable, notice should be provided as soon as it is practical. The Company may require the employee to provide certification within a reasonable period that states:

- The employee or the employee's family or household member is a victim of domestic violence, sexual violence or stalking; and
- The reason for the leave (e.g., legal assistance).

Leave taken under this policy may be taken intermittently or on a reduced work schedule. Where they overlap, leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act and may run concurrently with leave available under other state or local laws.

Health benefits will be maintained through the leave period to the extent and under the same terms as they are maintained when the employee is not on a leave of absence.

Sick Time Handbook Statement (Philadelphia)

The Company provides eligible employees with sick time in accordance with the requirements of Philadelphia's Promoting Healthy Families and Workplaces Ordinance (PHFWO). Sick time provided under this policy will be without pay.

Eligibility

Employees who work at least 40 hours per calendar year in the City of Philadelphia (**excluding** independent contractors, seasonal workers, employees hired for a term of less than six months, and interns) are eligible to accrue unpaid sick time.

Accrual of Sick Time

Eligible employees will begin to accrue sick time upon their date of hire. Sick time is accrued at a rate of one hour for every 40 hours worked in Philadelphia, up to a maximum accrual of 40 hours in a single calendar year.

Salaried exempt employees will be assumed to work 40 hours in a week unless the employee's regular work week is less than 40 hours, in which case sick time accrues based upon that regular workweek.

Use of Sick Time

Eligible employees may use sick time for the following reasons:

- The employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care; or
- Absence due to domestic abuse, sexual assault or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence or stalking;
 - Services from a victim services organization;
 - Psychological or other counseling;
 - Relocation; or
 - Legal services or remedies (e.g., preparing for or participating in a civil or criminal legal proceeding).

Employees who exhaust sick leave for purposes related to domestic abuse, sexual assault or stalking may be eligible for additional unpaid leave for this purpose and should consult the Company's Domestic Violence, Sexual Assault or Stalking Victim Leave policy or contact Human Resources for further information.

For purposes of this policy, a "family member" means the employee's current spouse or life partner, child or individual for whom the employee stands *in loco parentis*, legal guardian or ward, parent, parent-in-law, person who stood in *loco parentis* when the employee was a minor child, sibling, spouse of a sibling, grandparent, spouse of a grandparent, or grandchild. These familial relationships include not only biological relationships, but also relationships resulting from adoption, step-relationships and foster care relationships. Children are covered regardless of the child's age or dependency status. For purposes of this policy, a "life partnership" is defined as a long-term committed relationship between two unmarried individuals of the same sex or gender identity.

Eligible employees may not use accrued sick time until after their 90th calendar day of employment.

Sick time may be used in one-hour increments. Eligible employees may use up to 40 hours of sick time in any calendar year.

Requesting Sick Time/Documentation

When the need for sick time is foreseeable, employees must provide reasonable advance notice, either orally or in writing, of the need for sick leave and must make a reasonable effort to schedule sick time in a manner that does not unduly disrupt Company operations. When the need for sick time is not foreseeable, employees must notify the Company before the start of their scheduled work hours, or as soon as practicable if the need arises immediately before or after the employee has reported for work. When possible, an employee's request for sick time must include the expected duration of the sick leave. To provide notice of the need to use sick time, employees should contact their Human Resources representative.

If sick time is for more than two consecutive workdays, the Company may request that employees provide reasonable documentation that the sick time is being used for a permissible purpose.

Leave Carryover

Employees who have accrued time remaining at the end of the year may carry over the accrued and unused time to the next calendar year. However, employees may not use more than 40 hours of sick time in a calendar year.

The Company does not offer pay in lieu of actual sick time.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for medical conditions or leave related to domestic abuse, sexual assault or stalking under certain federal, state and local laws. In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their Human Resources representative for information about other federal, state and local medical, family or domestic abuse victim leave rights.

Separation From Employment

Compensation for accrued and unused sick time is not provided upon separation from employment for any reason.

Retaliation

The Company (and applicable law) prohibits discrimination and/or retaliation against employees who request or use sick time for authorized circumstances protected by law, who file a complaint about an alleged violation of this policy or who inform others about their rights under this policy. Employees may file a complaint or bring a civil action if sick time as required by law is denied or if the employee is retaliated against for requesting or taking sick time.

Confidentiality

The Company will, in accordance with applicable federal and state law, treat as confidential health information or information pertaining to domestic abuse, sexual assault or stalking about an employee or employee's family member. Such information will not be released without the employee's express permission, unless otherwise required by law.

Paid Sick Leave (Pittsburgh)

The Company provides eligible employees with sick leave in accordance with the Pittsburgh Paid Sick Days Act (PSDA).

Eligible Employees

All employees, including full-time and part-time employees, are generally eligible to accrue sick leave, if they work at least 35 hours per calendar year in the City of Pittsburgh. Eligible employees do not include "seasonal employees," meaning individuals hired for a temporary period of not more than 16 weeks during the Company's

leave year who are notified at the time they are hired that their employment is limited to the beginning and ending dates of the Company's seasonal period.

Accrual and Carryover of Leave

Eligible employees begin to accrue sick leave on their first day of employment. Employees accrue one hour of sick leave for every 35 hours worked in the City of Pittsburgh, up to a maximum of 24 hours in a calendar year.

Up to 24 hours of accrued but unused sick time will carry over from year to year, but with an overall cap of 24 hours of sick time per leave year. Therefore, once an employee has a bank of 24 hours of sick time, no additional time will accrue in that leave year.

Salaried exempt employees will be assumed to work 40 hours in a week unless an employee's regular workweek is less than 40 hours, in which case sick leave accrues based upon that regular workweek.

Employees accrue sick leave in increments of one hour.

Using Leave

Eligible employees may not use accrued sick leave until the 90th calendar day after the start of their employment. After that, employees may use sick leave as it accrues.

Sick leave may be used in one-hour increments.

Employees are not required to search for or find someone to cover their shift or do their work when they take sick leave.

Covered Reasons For Leave

Sick leave may be used for the following reasons:

- An employee's own mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury or health condition; to assist them in obtaining medical diagnosis, care or treatment; or to assist them in obtaining preventive care;
- The closure of the employee's place of business by order of a public official due to a public health emergency;
- The closure of the employee's child's school or place of care by order of a public official due to a public health emergency; or
- To care for a family member when health authorities or health care providers determine that the individual's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the individual actually contracted the communicable disease.

Eligible family members include the following:

- A child (including a biological, adopted or foster child; a stepchild; the child of a domestic partner; a legal ward or child for whom the employee is a legal guardian; or a child to whom the employee stands *in loco parentis*);

- A spouse or domestic partner;
- A sibling (including a biological, adopted or foster sibling);
- A parent (including a biological, adoptive, foster or stepparent of the employee or the employee's spouse or domestic partner; a 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);
- A grandchild; and
- A grandparent (including a grandparent's spouse or domestic partner).

Notice Required

When the need for sick leave is foreseeable, employees must provide reasonable advance notice. Employees should provide notice as soon as possible and must provide notice at least three days before the date sick leave will begin, absent extenuating circumstances. Employees are expected to make reasonable efforts to schedule sick leave in a manner that does not unduly disrupt Company operations.

If the need for sick leave is unforeseeable or if employees are unable to provide notice three days in advance, the employee must make a good-faith effort to notify the Company as soon as possible. Absent unusual circumstances, employees must follow the Company's standard call-off procedure by contacting their Department Manager and as provided in the Employee Handbook.

When possible, the request should include the expected duration of the absence.

Verification of Absence

If an employee uses sick leave for three or more full, consecutive days, the Company may request that employees provide reasonable documentation that the sick leave is being used for a permissible purpose.

Rate of Pay

Sick leave is paid based on the employee's base rate of pay at the time the leave is taken or the state minimum wage, whichever is more. Employees will also receive the same benefits they would have received at the time leave is used. However, if an employee uses sick leave for scheduled overtime, the Company will not pay the employee at the overtime rate.

Employees will be paid only for the hours they are scheduled to work.

Separation From Employment and Rehire

The Company does not pay employees for accrued, unused sick leave upon separation from employment for any reason. If an employee is rehired by the Company within six months of the date of separation from employment (whether at the same or a different location), previously accrued but unused sick leave will be reinstated and the employee will be permitted to accrue additional time and use any accrued sick leave immediately.

Confidentiality

The Company will treat health information about an employee as confidential and take reasonable steps to protect its confidentiality. The Company will not disclose such health information except to the affected

employee or with that employee's written permission, in accordance with applicable federal and state medical privacy laws.

No Discrimination or Retaliation

The Company will not retaliate against, discriminate against or tolerate retaliation or discrimination against any employee because the employee has exercised rights protected under the PSDA, including: requesting or using sick leave in accordance with the PSDA; filing or attempting to file a complaint with the Mayor's Office of Equity or a court; informing anyone about an employer's alleged violation of the PSDA; informing anyone of their PSDA rights; participating or attempting to participate in a PSDA investigation or proceeding; or exercising any rights afforded under the PSDA.

Employees have a right to file a written complaint with the Mayor's Office of Equity if they believe they have been denied the right to accrue and use sick leave as required by the PSDA or if they believe they have been retaliated against for exercising their rights under the PSDA.

Additional Information

Employees who have questions about this policy should contact Human Resources.

Paid Sick Time (Allegheny County)

The Company provides eligible employees with paid sick time in accordance with the Allegheny County Paid Sick Days Ordinance (PSDO).

Eligible Employees

All employees, including full-time and part-time employees, are generally eligible to accrue paid sick time if they perform at least 35 hours of work within the geographic boundaries of Allegheny County in a calendar year. Eligible employees do not include "seasonal employees," meaning individuals hired for a temporary period of not more than 16 weeks in a calendar year who are notified at the time they are hired that their employment is limited to the beginning and ending dates of the Company's seasonal period.

Accrual and Use of Sick Time

Eligible employees begin to accrue paid sick time on their first day of employment. Employees accrue one hour of paid sick time for every 35 hours worked in the Allegheny County, up to a maximum of 40 hours in a calendar year ("Leave Year").

Salaried exempt employees will be assumed to work 40 hours in a week unless an employee's normal workweek is fewer than 40 hours, in which case sick time accrues based upon that regular workweek.

Employees accrue sick time in increments of one hour.

Eligible employees may not use accrued sick time until the 90th calendar day after the start of their employment. After that, they may use sick time as it accrues.

Paid sick time may be used in one-hour increments.

Employees are not required to search for or find someone to cover their shift or do their work when they take paid sick time.

Reasons Sick Time May Be Used

Paid sick time may be used for the following reasons:

- An employee's own mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment; or need for preventive care;
- To care for a family member with a mental or physical illness, injury or health condition; to assist them in obtaining medical diagnosis, care or treatment; or to assist them in obtaining preventive care;
- For the closure of the employee's place of business by order of a public official due to a public health emergency;
- 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
- To care for a family member when health authorities or health care providers determine that an individual's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the individual actually contracted the communicable disease.

Eligible family members include the following:

- A child (including a biological, adopted, foster or stepchild; a child of a domestic partner; a legal ward or a child for whom the employee is a legal guardian; or a child to whom the employee stands *in loco parentis*);
- A spouse or domestic partner;
- A sibling (including a biological, adopted or foster sibling);
- A parent (including a biological, adoptive, foster or stepparent of the employee or the employee's spouse or domestic partner; a 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);
- A grandchild;
- A grandparent (including a grandparent's spouse or domestic partner); and
- Any individual for whom the employee has received permission from the Company to care for at the time of the sick leave request.

The Company reserves the right to take disciplinary action if an employee's use of sick time is not for a covered purpose.

Requesting Sick Time/Documentation

When the need for paid sick time is foreseeable, employees must provide reasonable advance notice. Employees should provide notice as soon as possible and must provide notice at least three days before the date sick time will begin, absent extenuating circumstances. Employees are expected to make reasonable efforts to schedule sick time in a manner that does not unduly disrupt Company operations.

If the need for sick time is unforeseeable or if employees are unable to provide notice three days in advance, the employee must make a good-faith effort to notify the Company as soon as possible. Absent unusual circumstances, employees must follow the Company's standard call-off procedure by contacting your Department Manager and as provided for in the Employee Handbook.

When possible, the request should include the expected duration of the absence.

If sick time is for three or more full, consecutive days, the Company may request that employees provide reasonable documentation that the sick time is being used for a permissible purpose. This documentation does not need to explain the precise nature of an illness (the employee's own or that of a family member). Employees will also be expected to comply with any requests for documentation for absences that qualify for leave under the federal Family and Medical Leave Act.

Rate of Pay for Sick Time

Sick time is paid based on the employee's base rate of pay at the time the leave is taken or the state minimum wage, whichever is more. Employees will also receive the same benefits they would have received at the time leave is used. However, if an employee uses paid sick time for scheduled overtime, the Company will not pay the employee at the overtime rate.

Employees will be paid only for the hours they are scheduled to work.

Carryover

Up to 40 hours of accrued but unused sick time will carry over from year to year, but with an overall cap of 40 hours of sick time per Leave Year. Therefore, once an employee has a bank of 40 hours of paid sick time, no additional time will accrue in that Leave Year.

Separation From Employment

The Company does not pay employees for accrued, unused sick time upon separation from employment for any reason. If an employee is rehired by the Company within six months of the date of separation from employment (whether at the same or a different location), previously accrued but unused sick time will be reinstated and the employee will be permitted to accrue additional time and use any accrued sick time immediately.

Confidentiality

The Company will treat health information about an employee or employee's family member as confidential and take reasonable steps to protect its confidentiality. The Company will not disclose such health information except to the affected employee or with the employee's written permission, in accordance with applicable federal and state medical privacy laws.

Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for their own or a family member's medical condition under certain federal, state and local laws. Leave under this policy will run at the same time as leave available under those laws, provided that the eligibility requirements for the applicable law are met. Employees should contact their Human Resources representative for information about other federal, state and local medical or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate, discriminate against or tolerate retaliation or discrimination against any employee because the employee has exercised rights protected under the PSDO, including: requesting or using

sick time in accordance with the PSDO; attempting to or filing a complaint with the Allegheny County Department of Administrative Services or a court; informing anyone about an employer's alleged violation of the PSDO; informing anyone of their PSDO rights; participating or attempting to participate in an investigation or prosecution of any alleged PSDO violation; or otherwise exercising any rights afforded under the PSDO.

Employees have a right to file a written complaint with the Allegheny County Department of Administrative Services, if they believe they have been denied the right to accrue and use sick time as required by the PSDO or if they believe they have been retaliated against for exercising their rights under the PSDO.

Emergency Road Closure Leave

The Company will not terminate or discipline an employee for failing to report to work due to a road closure resulting from a declared state of emergency.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law.

Pay Practices

Lactation Accommodation (Philadelphia)

The Company will provide a reasonable amount of break time for an employee to express breast milk for their infant child. Break time for this purpose will be unpaid for nonexempt employees, except that employees can use any existing paid rest or other break time to express milk.

The Company will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, to express milk. Employees should discuss with their supervisor or a Human Resources representative the location to express and store their breast milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to the Company that they intend to take breaks for expressing breast milk upon returning to work.

The Company will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations described in this policy.

Wage Theft Notice (Philadelphia)

Employees who perform work in Philadelphia or who entered into an employment contract in Philadelphia and believe they have not been paid for all of the wages they have earned may file a complaint for unpaid wages under Philadelphia's Wage Theft Ordinance (PWTO) Philadelphia Code, Chapter 9-4300.

Retaliation against an employee who files such a complaint is prohibited. Each employee has the right to file a complaint or bring a civil action if the Company fails to pay all wages earned by the employee.

Receipt & Acknowledgment of Pennsylvania State Addendum

As an employee of the Company, I acknowledge the following:

- I have received a copy of the Pennsylvania State Addendum. I understand that the Employee Handbook contains important guidelines and information about the organization's policies, work rules and my benefits, and that it does not necessarily represent all the policies and practices of the organization. I also understand that I have the responsibility to read and understand the information in the Handbook, and the Pennsylvania State Addendum, and to ask my supervisor or the Human Resources Department for clarification of any information I do not understand.
- I understand that this Handbook and the Pennsylvania State Addendum is not a contract of employment, express or implied, or a guarantee of specific treatment in specific situations. I understand that neither this Handbook nor any representation made by a management representative at the time of hire or subsequently is to be interpreted as a contract between the Company and its employees. I understand that the Employee Handbook and the Pennsylvania State Addendum supersedes all prior Handbooks, policies and understandings on the subjects contained in it.
- I understand that the organization has the right to change, modify, add to, substitute, or eliminate, interpret, and apply, in its sole judgment, the policies, rules and benefits described in this Handbook. I understand that the Company CEO is the only person who is authorized to make changes in the policies, rules and benefits described in this Handbook and that all such changes must be in writing to be valid. I understand that should the content be changed in any way; the organization may require an additional signed acknowledgment from me to indicate that I am aware of the changes. I also understand that the CEO is the only person who will ever have the authority to enter into an employment contract, and that all such contracts must be in writing and signed by both parties to be valid.
- I understand that my employment relationship with the organization is at-will, regardless of the length of my employment or the granting of benefits of any kind, which means that either the organization or I can terminate the relationship at any time, with or without reason or notice, unless otherwise stated in a written employment contract,
- By my signature below, I further understand, acknowledge, accept, and consent to all Company policies within this Employee Handbook and Pennsylvania State Addendum and those posted on the Company's intranet, STRIVE, including Workplace Monitoring, Anti-Sexual Harassment and Anti-Discrimination Policy.

Employee's Signature: _____ Date: _____

Employee's Name: _____