

Employee Handbook

Date of Issuance: 05/31/2021

SOUTH CAROLINA

This acknowledgement should be signed by the employee and given to the employee.

PURSUANT TO SOUTH CAROLINA LAW, I ACKNOWLEDGE AND UNDERSTAND THAT THIS EMPLOYEE HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE MULTI-STATE XX LLC AND ME.

I AGREE AND ACKNOWLEDGE THAT I AM AN AT-WILL EMPLOYEE, MEANING THAT I CAN QUIT OR BE TERMINATED AT ANY TIME, FOR ANY REASON OR NO REASON. I AGREE AND ACKNOWLEDGE THAT THIS AT-WILL RELATIONSHIP CANNOT BE ALTERED AND THAT NO CONTRACT CAN BE FORMED REGARDING ANY TERM OR CONDITION OF EMPLOYMENT UNLESS IT IS IN WRITING AND SIGNED BY THE PRESIDENT, THE CEO.

I ALSO AGREE AND ACKNOWLEDGE THAT THIS IS THE FIRST PAGE OF THE HANDBOOK GIVEN TO ME.

Employee Signature

Date

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Employee Signature

Date

MULTI-STATE XX LLC AND FEDERAL CONTRACTS

Employee Handbook



05/31/2021

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with MULTI-STATE XX LLC. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. MULTI-STATE XX LLC adheres to the policy of employment at will, which permits MULTI-STATE XX LLC or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No MULTI-STATE XX LLC representative other than the President and/or the CEO may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate MULTI-STATE XX LLC documents. These MULTI-STATE XX LLC documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general MULTI-STATE XX LLC guidelines. MULTI-STATE XX LLC may, at anytime, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the President and/or the CEO.

This handbook supersedes all prior handbooks.

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SAMPLE

Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. INTRODUCTION

For employees who are commencing employment with MULTI-STATE XX LLC ("MULTI-STATE XX LLC" or "MULTI-STATE XX LLC"), on behalf of MULTI-STATE XX LLC, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at MULTI-STATE XX LLC. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

CEO

1-2. EQUAL EMPLOYMENT OPPORTUNITY

MULTI-STATE XX LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected

1-3. NON-HARASSMENT

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion,

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding

- submission to that conduct or those advances or requests is made either explicitly or implicitly

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such

1-4. DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To help ensure a safe, healthy and productive work environment for our employees and others, to protect MULTI-STATE XX LLC property, and to ensure efficient operations, MULTI-STATE XX LLC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for MULTI-STATE XX LLC.

1-5. WORKPLACE VIOLENCE

MULTI-STATE XX LLC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to MULTI-STATE XX LLC and personal property.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may If MULTI-STATE XX LLC determines, after an appropriate good faith investigation, that someone

1-6. FEDERAL CONTRACTORS: PAY TRANSPARENCY

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of

Section 2 - OPERATIONAL POLICIES

2-1. EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all MULTI-STATE XX LLC employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for MULTI-STATE XX LLC benefits, but are eligible to receive statutory benefits.

2-2. TRIAL PERIOD

The first 90 days of employees' employment is an introductory period. This is an opportunity for MULTI-STATE XX LLC to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by MULTI-STATE XX LLC. MULTI-STATE XX LLC may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

MULTI-STATE XX LLC will conduct a formal performance review at the end of the introductory period.

2-3. EMPLOYEE SERVICE CREDIT

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with MULTI-STATE XX LLC. Service begins on the day they become full-time or part-time employees.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with MULTI-STATE XX LLC provided their last day of

2-4. YOUR EMPLOYMENT RECORDS

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Head of Human Resources of

2-5. WORKING HOURS AND SCHEDULE

MULTI-STATE XX LLC normally is open for business from 8 to 5, Monday through Sunday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point MULTI-STATE XX LLC

2-6. REMOTE WORK/TELECOMMUTING

MULTI-STATE XX LLC may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by MULTI-STATE XX LLC. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by MULTI-STATE XX LLC or employee without notice, cause, or liability.

Hours of Work

Employees will work full time from home. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Location

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees

Duties

Employees are expected to follow all existing MULTI-STATE XX LLC policies and procedures. The duties, obligations, responsibilities, and conditions of employment with MULTI-STATE XX

Accidents and Injuries

Employees agree to maintain safe conditions in the remote work space and to practice the same

Equipment

Employees agree to use electronic equipment that has been encrypted and meets all of MULTI-STATE XX LLC's security requirements. If MULTI-STATE XX LLC provides equipment for home use, employees agree to provide a secure location for MULTI-STATE XX LLC-owned equipment and will not use, or allow others to use, such equipment for purposes other than MULTI-STATE XX

Return of MULTI-STATE XX LLC Property

All equipment, records, and materials provided by MULTI-STATE XX LLC will remain MULTI-STATE XX LLC property. Employees agree to return MULTI-STATE XX LLC equipment, records,

Expenses

Upon presentation of receipts and in accordance with the Business Expense Reimbursement policy, MULTI-STATE XX LLC will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

Confidentiality

Employees agree that they are subject to MULTI-STATE XX LLC's policies prohibiting the nonbusiness use or dissemination of MULTI-STATE XX LLC's confidential business information. Employees will take all appropriate steps to safeguard MULTI-STATE XX LLC's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access

Contact

If employees have any questions concerning this policy or would like to apply to work remotely, they should contact the Head of Human Resources.

2-7. TIMEKEEPING PROCEDURES

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

2-8. OVERTIME

Like most successful companies, MULTI-STATE XX LLC experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are

2-9. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods)

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-

2-10. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is MULTI-STATE XX LLC's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that

- partial day absences for personal reasons, sickness or disability;
- an absence because MULTI-STATE XX LLC has decided to close a facility on a scheduled

2-11. YOUR PAYCHECK

Employees will be paid semi-monthly for all the time worked during the past pay period.

2-12. DIRECT DEPOSIT

MULTI-STATE XX LLC strongly encourages employees to use direct deposit. Authorization forms are available from the Head of Human Resources.

2-13. SALARY ADVANCES

MULTI-STATE XX LLC does not permit advances on paychecks or against accrued paid time

off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-14. PERFORMANCE REVIEW

Depending on the employee's position and classification, MULTI-STATE XX LLC endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms

2-15. RECORD RETENTION

MULTI-STATE XX LLC acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result

2-16. JOB POSTINGS

MULTI-STATE XX LLC is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines

Section 3 - BENEFITS

3-1. BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is MULTI-STATE XX LLC's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and

3-2. PAID HOLIDAYS

Full-time employees will be paid for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day

Christmas Eve
Christmas Day
Good Friday - Half Day
Martin Luther King, Jr. Day
Columbus Day
Day after Thanksgiving
Good Friday
Veterans' Day
New Year's Eve
President's Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

3-3. PAID VACATIONS

MULTI-STATE XX LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. MULTI-STATE XX LLC fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows: Advanced but unaccrued vacation will be deducted from final paychecks to the extent permitted by law.

3-4. PAID PERSONAL DAYS

Full-time employees are eligible to accrue up to four (4) paid personal days per calendar year on a Accrued, unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

3-5. SICK DAYS

Full-time employees are eligible to receive up to six (6) paid sick days each year. If the employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, but at least by the start of the workday. If the employees call in sick for three (3) or more consecutive

3-6. PAID SICK LEAVE FOR COVERED FEDERAL CONTRACTORS AND SUBCONTRACTORS

Eligibility

MULTI-STATE XX LLC provides paid sick leave to eligible employees engaged in performing work on or in connection with a contract covered by Executive Order (EO) 13706. For employees covered

Grant

Usage

Employees may use paid sick leave for absences from work during the time they would have been performing work on or in connection with a covered contract for the following covered reasons:

Paid sick leave must be used in one (1) hour increments.

Notice and Documentation

Employees are encouraged to make a reasonable effort to schedule preventive care or other request for time off at least seven (7) calendar days in advance. Employees who either are unable

Notice of Accrued and Available Time

Employees will be notified of the amount of accrued, unused paid sick leave each pay period, upon a separation from employment, and upon reinstatement of paid sick leave (if applicable).

Payment

Employees using paid sick leave are provided the same regular pay and benefits that they would have otherwise received if they had not been absent from work. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Up to 56 hours of accrued, unused paid sick leave carries over from year to year. Accrued but unused paid sick leave is not paid out upon separation of employment.

3-7. LACTATION BREAKS

MULTI-STATE XX LLC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal

3-8. WORKERS' COMPENSATION

On-the-job injuries are covered by MULTI-STATE XX LLC's Workers' Compensation Insurance

3-9. JURY DUTY

MULTI-STATE XX LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required

3-10. BEREAVEMENT LEAVE

The death of a family member is a time when employees wish to be with their families. If the employee is full-time, 0 and loses a close relative, the employee will be allowed paid time off of up to

3-11. VOTING LEAVE

In the event employees do not have sufficient time outside of working hours to vote in a statewide

3-12. INSURANCE PROGRAMS

Full-time employees may participate in MULTI-STATE XX LLC's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage

3-13. LONG-TERM DISABILITY BENEFITS

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between MULTI-STATE XX LLC and the insurance carrier.

3-14. SALARY CONTINUATION

MULTI-STATE XX LLC provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers'

3-15. EMPLOYEE ASSISTANCE PROGRAM

MULTI-STATE XX LLC provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can

3-16. TRANSPORTATION REIMBURSEMENT PROGRAM

MULTI-STATE XX LLC provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one (1) month of employment. The program works

3-17. EMPLOYEE REFERRAL AWARDS

MULTI-STATE XX LLC encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all Human Resources personnel, all gross amount of \$500 for regular part-time hires and \$1,000 for regular full-time hires.

3-18. RETIREMENT PLAN

Eligible employees are able to participate in MULTI-STATE XX LLC's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Section 4 - LEAVES OF ABSENCE

4-1. PERSONAL LEAVE

If employees are ineligible for any other MULTI-STATE XX LLC leave of absence, MULTI-STATE XX LLC, under certain circumstances, may grant a personal leave of absence without pay. A written

4-2. MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from

4-3. FAMILY AND MEDICAL LEAVE

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Head of Human Resources.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by MULTI-STATE XX LLC for at least 12 months (which need not be

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from MULTI-STATE XX designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify MULTI-STATE XX LLC of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Head of Human Resources and/or

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is employee's healthcare provider.

B. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, from a health care provider designated or approved jointly by MULTI-STATE XX LLC and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for leave. MULTI-STATE XX LLC will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them.

C. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, MULTI-STATE XX

D. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

E. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless MULTI-STATE XX LLC notifies employees of coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

MULTI-STATE XX LLC may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information

Section 5 - GENERAL STANDARDS OF CONDUCT

5-1. WORKPLACE CONDUCT

MULTI-STATE XX LLC endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

5-2. PUNCTUALITY AND ATTENDANCE

Employees are hired to perform important functions at MULTI-STATE XX LLC. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance

5-3. USE OF COMMUNICATIONS AND COMPUTER SYSTEMS

MULTI-STATE XX LLC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other MULTI-STATE XX LLC policy. This includes the voice mail, e-mail discharge.

5-4. USE OF SOCIAL MEDIA

MULTI-STATE XX LLC respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and disclosed in a blog, web page or social networking site.

5-5. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES

MULTI-STATE XX LLC-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to

Portable Communication Device Use While Driving

Employees who drive on MULTI-STATE XX LLC business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if

5-6. CAMERA PHONES/RECORDING DEVICES

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a

5-7. INSPECTIONS

MULTI-STATE XX LLC reserves the right to require employees while on MULTI-STATE XX LLC

5-8. SMOKING

Smoking, including the use of e-cigarettes, is prohibited on MULTI-STATE XX LLC premises and in all MULTI-STATE XX LLC vehicles.

5-9. PERSONAL VISITS AND TELEPHONE CALLS

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

5-10. SOLICITATION AND DISTRIBUTION

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time and in all immediate patient care areas. "Work time" is defined as the time

5-11. BULLETIN BOARDS

Important notices and items of general interest are continually posted on MULTI-STATE XX LLC bulletinboards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at MULTI-STATE XX LLC. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-12. CONFIDENTIAL COMPANY INFORMATION

During the course of work, employees may become aware of confidential information about MULTI-STATE XX LLC's business, including but not limited to information regarding MULTI-STATE XX LLC finances, pricing, products and new product development, software and computer programs,

5-13. CONFLICT OF INTEREST AND BUSINESS ETHICS

It is MULTI-STATE XX LLC's policy that all employees avoid any conflict between their personal interests and those of MULTI-STATE XX LLC. The purpose of this policy is to ensure

5-14. USE OF FACILITIES, EQUIPMENT AND PROPERTY, INCLUDING INTELLECTUAL PROPERTY

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and

5-15. HEALTH AND SAFETY

The health and safety of employees and others on MULTI-STATE XX LLC property are of critical concern to MULTI-STATE XX LLC. MULTI-STATE XX LLC intends to comply with all health and

5-16. HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To

5-17. EMPLOYEE DRESS AND PERSONAL APPEARANCE

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety

5-18. PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding the position of MULTI-STATE XX LLC as to any issues must be referred to the President and/or the Head of Human Resources. Only the President and/or the Head

5-19. OPERATION OF VEHICLES

All employees authorized to drive MULTI-STATE XX LLC-owned or leased vehicles or personal vehicles in conducting MULTI-STATE XX LLC business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be

Portable Communication Device Use While Driving

Employees who drive on MULTI-STATE XX LLC business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal

5-20. BUSINESS EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels,

5-21. REFERENCES

MULTI-STATE XX LLC will respond to reference requests through the Human Resources and/or the Payroll and/or HR@cdrmaguire.com Department. MULTI-STATE XX LLC will provide general information concerning the employee such as date of hire, date of discharge, and positions held.

Only the Human Resources and/or the Payroll and/or HR@cdrmaguire.com Department may provide references.

5-22. IF YOU MUST LEAVE US

Should any employees decide to leave MULTI-STATE XX LLC, we ask that they provide a Supervisor with at least 2 weeks advance notice of departure. Thoughtfulness will be appreciated. All MULTI-STATE XX LLC, property including, but not limited to, keys, security cards, parking

5-23. EXIT INTERVIEWS

Employees who resign are requested to participate in an exit interview with the Human Resources Representative, if possible.

5-24. A FEW CLOSING WORDS

This handbook is intended to give employees a broad summary of things they should know about MULTI-STATE XX LLC. The information in this handbook is general in nature and, should

Section 6 - CALIFORNIA ADDENDUM

6-1. EQUAL EMPLOYMENT OPPORTUNITY

MULTI-STATE XX LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or

6-2. DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION

MULTI-STATE XX LLC does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or third party based on actual or perceived race, color, creed, religion,

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, an offensive or a hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and

Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If the employee believes

Investigation Procedures

Upon receiving a complaint, MULTI-STATE XX LLC will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or the Equal Employment Opportunity policy. To the extent possible, MULTI-STATE XX LLC will endeavor to

Training

All Employees are required to undergo harassment prevention training as required by applicable law.

Retaliation Prohibited

In addition to being a violation of this policy, harassment, discrimination or retaliation also can be against the law. Employees who engage in conduct that rises to the level of a violation of law can be

6-3. WORKING HOURS AND SCHEDULE

MULTI-STATE XX LLC normally is open for business from 8 to 5, Monday through Sunday.

Employees will be assigned a work schedule and will be expected to begin and end work according to a short-term or long-term basis.

Rest Breaks

Non-exempt employees who work three-and-one-half (3-1/2) or more hours per day are authorized and permitted one (1) 10-minute rest break for every four (4) hours or major fraction thereof worked.

Meal Periods

Employees who work more than five (5) hours in a workday are provided an unpaid, off-duty meal period of at least 30 minutes. Employees are responsible for scheduling their own meal periods, but.

Meal Period Waiver

If no more than six (6) hours of work will complete the day's work, employees may voluntarily waive the meal period in writing. Employees should see Human Resources to obtain this waiver form. If the

No Working During Rest Breaks and Meal Periods

Employees are completely relieved of all work duties and responsibilities during their rest breaks and

meal periods. All rest breaks and meal periods must be taken outside the work area, such as in a break room. Employees may leave the premises during rest breaks and meal periods. Employees

6-4. OVERTIME

Like most successful companies, MULTI-STATE XX LLC experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

6-5. TRAVEL TIME FOR NON-EXEMPT EMPLOYEES

California non-exempt employees are paid for travel time in accordance with state law.

6-6. SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is MULTI-STATE XX LLC policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors.

6-7. PAID TIME OFF (PTO)

MULTI-STATE XX LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. MULTI-STATE XX LLC fully encourages employees to get this rest by taking paid time off (PTO). PTO under this policy includes extended time off, such

6-8. PAID VACATIONS

MULTI-STATE XX LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. MULTI-STATE XX LLC fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

6-9. PAID PERSONAL DAYS

Full-time employees are eligible to accrue up to four (4) paid personal days per calendar year on a pro-rata basis. However, during the calendar year in which a full-time employee is first hired, those full-time employees hired after June 30 will be eligible to accrue personal days on a pro-rata basis

6-10. CALIFORNIA SICK LEAVE POLICIES

Eligibility

Pursuant to the Healthy Workplaces, Healthy Families Act, MULTI-STATE XX LLC provides paid sickleave to employees who, on or after July 1, 2015, work for MULTI-STATE XX LLC in California for 30 or more days within a year. For employees who work in California who are eligible for sick time under the general Paid Sick Time policy and/or any other applicable sick time/leave law or

Grant

Exempt employees receive five (5) paid sick days (40 hours) at the time of hire and then five (5) paid sick days (40 hours) each year thereafter on January 1. Nonexempt employees receive three (3)

Usage

Employees can use accrued paid sick leave beginning on the 90th day of employment. An exempt employee may use up to five (5) days or 40 hours of paid sick leave in any year, and a non-exempt employee may use up to three (3) days or 24 hours of paid sick leave in any year. Paid sick leave may be used in minimum increments of two (2) hours.

they have paid sick leave available.

Notice and Documentation

Notice to the Employee's Supervisor may be given orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Payment

Eligible employees will receive payment for paid sick leave at the same wage as the employee normally earns during regular work hours, unless otherwise required by applicable law, by the next regular payroll period after the leave was taken. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Accrued but unused paid sick leave does not carry over from year to year.

Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation

Retaliation or discrimination against the employee, who requests paid sick days or uses paid sick

days or both, is prohibited and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

6-11. LACTATION BREAKS

MULTI-STATE XX LLC supports the legal right and necessity of employees who choose to express milk in the workplace. This policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breastmilk.

6-12. WORKERS' COMPENSATION

On-the-job injuries are covered by MULTI-STATE XX LLC's Workers' Compensation Insurance Policy, which is provided at no cost to employees. If injured on the job, no matter how slightly, employees should report the incident immediately to their supervisor. Failure to follow MULTI-STATE XX LLC procedures may affect one's ability to receive Workers' Compensation benefits.

6-13. WITNESS LEAVE

Employees called to serve as an expert witness in a judicial proceeding on behalf of the State will be granted leave with pay. Employees summoned to appear in court as an expert witness, but not on

6-14. VOTING LEAVE

In the event employees do not have sufficient time outside of working hours to vote in a statewide

6-15. STATUTORY SHORT-TERM DISABILITY BENEFITS

MULTI-STATE XX LLC also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

6-16. PAID FAMILY LEAVE BENEFITS

Employees may be eligible to receive benefits through the California Paid Family Leave (PFL) program, which is administered by the the Employment Development Department (EDD), when they

6-17. PERSONAL LEAVE

If employees are ineligible for any other MULTI-STATE XX LLC leave of absence, MULTI-STATE XX LLC, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are

6-18. TIME OFF FOR MILITARY SPOUSES

If the employee works, on average, at least 20 hours per week and their spouse is a qualified member of the United States Armed Forces, the National Guard or the Reserves, the employee is eligible to take leave for a period of up to 10 days while their spouse is home during a qualified leave period. When the employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave.

Required Notice to Employer

Within two (2) business days of receiving official notice that the employee's spouse will be on leave the employee must provide notice to MULTI-STATE XX LLC of their intent to take military spouse leave.

Required Documentation

The employee must submit written documentation to MULTI-STATE XX LLC certifying that during the requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

Leave is Unpaid

Leave granted under this policy is unpaid. However, employees may substitute the following for any period of unpaid military spouse leave: unused vacation time and/or personal days or personal time off.

Definitions

For the purposes of this policy, the following definitions apply:

"Qualified Member" means any of the following:

"Period of Military Conflict" means any of the following:

"Qualified Leave Period" means the period during which the qualified member is on leave from deployment during a period of military conflict.

6-19. BONE MARROW DONATION LEAVE

The employee who has been employed for at least 90 days may request a leave of absence for up to five (5) business days in any one-year period to undergo a medical procedure to donate bone

6-20. ORGAN DONATION LEAVE

Employees who have been employed for at least 90 days may request a paid leave of absence for up to 30 business days in any one-year period to undergo a medical procedure to donate an organ.

6-21. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Additionally, employees who are CFRA-eligible have certain rights to take both a pregnancy disability leave (PDL) and CFRA leave for the birth of a child.

I. Eligibility

The FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. To be an "eligible employee," the employee must: 1) Entitlements for FMLA/CFRA Leave

A. Basic FMLA/CFRA Leave Entitlement

The FMLA/CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined by a rolling 12- for the employee's own **serious health condition** (excluding pregnancy) that makes the employee

Under the **CFRA**, a **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential health care facility, any subsequent treatment in connection with such inpatient care or any period of incapacity; or

B. Additional Military Family Leave Entitlement (FMLA Only)

In addition to the basic FMLA/CFRA leave entitlement described above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up

C. Intermittent Leave and Reduced Leave Schedules

FMLA/CFRA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA/CFRA leave intermittently or on a reduced leave

During FMLA/CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

D. No Work While on Leave

The taking of another job while on FMLA/CFRA leave or any other approved leave of absence is prohibited except as authorized by MULTI-STATE XX LLC or permitted by applicable law.

E. Restoration of Employment and Benefits

At the end of FMLA/CFRA leave, employees generally have a right to return to the same or equivalent positions they held before the FMLA/CFRA leave. There is an exception for certain "key employees" under the FMLA that applies to leave for a seriously ill or injured covered Notice of Eligibility for, and Designation of, FMLA/CFRA Leave

F. Employee Obligations for FMLA/CFRA Leaves

a. Provide Notice of the Need for Leave

Employees who take FMLA/CFRA leave must notify, in a timely manner, MULTI-STATE XX LLC of their need for FMLA/CFRA leave. The following describes the content and timing of such notices.

i. Content of Notice

To trigger FMLA/CFRA leave protections, employees must inform the Head of Human Resources and/or their Manager of the need for FMLA/CFRA-qualifying leave and the anticipated timing and

ii. Timing of Notice

Employees must provide 30 days' advance notice of the need to take FMLA/CFRA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for

b. Cooperating in the Scheduling of Leave

When planning medical treatment for themselves or family members or requesting to take leave on STATE XX LLC and the employees, subject to the approval of the applicable health care provider..

c. Submit Initial Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/CFRA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/CFRA-qualifying leave. As described below, there generally are three types of FMLA/CFRA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

i. Initial Medical Certifications

Employees requesting leave because of their own or a covered family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the

need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

ii. Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for leave.

iii. Return to Work Release

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions must provide MULTI-STATE XX LLC with a release to return to work from their healthcare provider stating they

d. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, MULTI-STATE XX LLC may require them to provide: 1) a copy of the military member's active duty orders or other

e. Reporting Changes to Anticipated Return Date

If the anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide MULTI-STATE XX LLC with reasonable notice (i.e., within two (2) business days) of their changed circumstances and new

f. Substitute Paid Leave for Unpaid FMLA Leave

Employees are required to substitute accrued paid time while taking an unpaid FMLA/CFRA leave as follows:

The substitution of paid time off for unpaid family/medical leave time does not extend the length of FMLA/CFRA leaves and the paid time off runs concurrently with the FMLA/CFRA entitlement.

g. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA/CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, MULTI-STATE XX LLC will deduct employees' shares of the health

QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/CFRA LEAVE

If employees have questions regarding this policy, they should contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and

6-22. LEAVE FOR VICTIMS OF CRIME OR ABUSE (INCLUDING DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING)

Employees who are victims of a crime or abuse, including domestic violence, sexual assault or stalking, may take unpaid leave for up to 12 weeks for the following reasons:

6-23. TIME OFF FOR CRIME VICTIMS

Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime.

6-24. LITERACY ASSISTANCE

MULTI-STATE XX LLC is committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department.

6-25. PREGNANCY DISABILITY LEAVE

If employees are disabled by pregnancy, childbirth or related medical conditions, they are eligible to take a pregnancy disability leave (PDL). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated.

6-26. REHABILITATION LEAVE

MULTI-STATE XX LLC is committed to providing assistance to our employees to overcome substance abuse problems. MULTI-STATE XX LLC will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This

6-27. TIME OFF FOR SCHOOL RELATED ACTIVITIES

Employees that work at a location with 25 or more employees are provided unpaid time off up to 40

6-28. TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS & EMERGENCY RESCUE PERSONNEL

Employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel are permitted unpaid time off, not to exceed 14 days per calendar year, for the purpose of engaging in fire, law enforcement or emergency rescue training. If the employees request time off under the

6-29. BUSINESS EXPENSE REIMBURSEMENT

MULTI-STATE XX LLC will reimburse employees for reasonable expenses incurred for business purposes including, but not limited to, meals, lodging, and transportation. Mileage driven in a

Section 7 - COLORADO ADDENDUM

7-1. PREGNANCY ACCOMMODATIONS

In compliance with Colorado law, MULTI-STATE XX LLC will not discriminate against employees because of pregnancy, childbirth or related conditions. If employees request reasonable

7-2. OVERTIME

Non-exempt Colorado employees are entitled to overtime pay at one and one-half times (1.5) their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 hours consecutively (without regard to the starting and ending time of the workday), or 40 hours per workweek, whichever

7-3. PAID SICK LEAVE

Eligibility

MULTI-STATE XX LLC provides paid sick leave to all employees. For employees who work in Colorado who are eligible for sick leave under the general paid Sick Days policy and/or any other

Grant

Employees receive a grant of paid sick leave on January 1, 2021 or at the start of employment, whichever is later. The grant will be prorated based on the date of grant but in no circumstances will

Usage

Employees may begin using accrued paid sick leave immediately. Paid sick leave may be used in

hourly increments. Employees may not use more than 48 hours of accrued paid sick leave in any year.

Notice and Documentation

Paid sick leave may be requested orally, in writing, electronically or by any other means acceptable to MULTI-STATE XX LLC. When possible, employees should include the expected duration of the

Payment

Paid sick leave will be paid at the same hourly rate or salary and with the same benefits, including health care benefits, as the employee normally earns during hours worked. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may carry over up to 48 hours of accrued, unused paid sick leave to the following calendar year. Accrued but unused paid sick leave will not be paid at separation.

Additional Public Health Emergency Paid Sick Leave

In addition to accrued paid sick leave explained above, on the date a public health emergency is

Enforcement and Retaliation

MULTI-STATE XX LLC cannot retaliate against employees for requesting or using paid sick leave and

Section 8 - CONNECTICUT ADDENDUM

8-1. PREGNANCY ACCOMMODATIONS

In compliance with Connecticut law, MULTI-STATE XX LLC will not discriminate against the employee or prospective employee in the terms or conditions of the employee's employment in

Reasonable Accommodations

MULTI-STATE XX LLC will endeavor to provide reasonable accommodations for conditions related to pregnancy, childbirth or a related condition, including, but not limited to, lactation,

Enforcement and Retaliation

MULTI-STATE XX LLC will not retaliate against the employee in the terms, conditions or privileges of the employee's employment based upon the employee's request for a reasonable accommodation under this policy. Further, MULTI-STATE XX LLC will not deny employment opportunities to the

employee or prospective employee due to the employee's or prospective employee's request for a reasonable accommodation related to pregnancy, childbirth or a related medical condition.

8-2. NON-HARASSMENT

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding

Reporting Procedure

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports

8-3. PAID SICK LEAVE

MULTI-STATE XX LLC provides paid sick leave to non-exempt regular full-time and part-time **service employees** located in Connecticut. Employees begin to accrue paid sick leave pursuant to this policy from the date of hire if hired after January 1 2012, but are only eligible to utilize paid sick leave

How Sick Leave May Be Used

Notice Required

Where the need to use paid sick leave under this policy is foreseeable, employees must provide seven (7) days prior notice of the planned use of paid sick leave under this policy. Where seven (7) days prior notice is not possible, the employee must provide notice as soon as possible, ideally in writing.

Required Documentation

Calculation of Pay

Paid sick leave under this policy will be calculated based on the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

Carryover

The employee may carryover up to 40 hours of accrued, unused paid sick leave under this policy to the following calendar year, however, the employee may not use more than 40 hours of accrued sick leave in any calendar year. Accrued but unused paid sick leave under this policy will not be paid at separation.

8-4. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Connecticut Family and Medical Leave Act ("CFMLA"). This policy provides employees information concerning FMLA/CFMLA entitlements and obligations employees may have during such

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee" the employee must 1) have been employed by MULTI-STATE XX LLC for at least 12 months (which change during the applicable 12- or 24-month period.

II. Entitlements

As described below, the FMLA and/or CFMLA provide(s) eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA/CFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. Under the CFMLA, an eligible employee may take up to

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) Under the FMLA and/or CFMLA

In addition to the basic FMLA and/or CFMLA leave entitlements discussed above, under the FMLA, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered

C. Intermittent Leave and Reduced Leave Schedules

FMLA/CFMLA leave usually will be taken for a period of consecutive days, weeks or months.

However, employees also are entitled to take leave intermittently or on a reduced leave schedule

D. No Work While on Leave

The taking of another job while on FMLA/CFMLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

During FMLA/CFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of

III. Employee FMLA and CFMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA/CFMLA leave must timely notify MULTI-STATE XX LLC of their need for FMLA/CFMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA/CFMLA leave protections, employees must inform the Head of Human Resources must specifically reference the qualifying reason for the leave or the need for FMLA/CFMLA leave.

2. Timing of Employee Notice

Where the need for leave is foreseeable, employees must provide timely advance notice of the need to take family and medical leave; if leave is requested only under the FMLA, then 30 days' notice is days of learning of the need for the leave).

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's health condition or to care for a covered servicemember, MULTI-STATE XX LLC may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required,

C. Submit Medical Certifications Supporting Need for FMLA/CFMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/CFMLA leave sought, employees may be required to submit medical certifications supporting their need for qualifying leave. As described below, there generally are three types of FMLA/CFMLA medical certifications: an **initial certification**, a **recertification** and

a return to work/fitness for duty certification.

Whenever MULTI-STATE XX LLC deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA/CFMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered

2. Medical Recertifications

Depending on the circumstances and duration of FMLA/CFMLA leave, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide MULTI-STATE XX LLC medical certification confirming

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of a covered active duty or call to a covered active duty status of a military member, MULTI-STATE XX LLC may require employees to provide 1) a copy of the military member's active duty orders or

E. Substitute Paid Leave for Unpaid FMLA and CFMLA Leave

Employees must use any accrued paid time off while taking unpaid FMLA/CFMLA leave. The substitution of paid time for unpaid FMLA/CFMLA leave time does not extend the length of FMLA/CFMLA leaves and the paid time will run concurrently with the employee's FMLA/CFMLA entitlement.

F. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA and/or CFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless MULTI-STATE XX LLC notifies employees of other arrangements, whenever employees are receiving pay Coordination of FMLA/CFMLA Leave with Other Leave Policies

IV. Questions and/or Complaints about FMLA/CFMLA Leave

If employees have questions regarding this FMLA/CFMLA policy, they should contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA and CFMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and CFMLA.

9-1. PREGNANCY ACCOMMODATIONS

MULTI-STATE XX LLC will endeavor to provide reasonable accommodations to employees working in the District of Columbia who are affected by pregnancy, childbirth or related medical conditions as required by law, unless such accommodations would result in an undue hardship to MULTI-

9-2. SICK AND SAFE LEAVE

Eligibility

MULTI-STATE XX LLC provides paid sick leave to all District of Columbia employees pursuant to the District of Columbia Accrued Sick and Safe Leave Act.

Accrual

Employees begin to accrue paid sick leave pursuant to this policy from the date of hire. Employees accrue paid sick leave at a rate of one (1) hour for every 37 hours worked up to a maximum of 7 days per calendar year.

Usage

Employees may begin using paid sick leave under this policy after the 90th day of employment.

1. or the employee's family member or the safety of those who work or associate with the employee.

Notice & Documentation

If possible, employees must provide at least 10 days prior notice of the planned use of paid sick leave under this policy. Where 10 days prior notice is not possible, the employee must provide notice

Payment

Paid sick leave under this policy will be calculated based on the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as

Payout

Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation

MULTI-STATE XX LLC prohibits retaliation against any employees who assert their rights to receive paid sick leave under this policy. The Office of Wage-Hour of the D. C. Department of Employment Services can investigate possible violations. To request full text of the Act, to obtain a

9-3. JURY DUTY LEAVE

MULTI-STATE XX LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service, including fees received for jury duty service.

9-4. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA")

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by MULTI-STATE XX LLC for at least 12 months (which need not be consecutive); 2) have been employed by MULTI-STATE XX LLC for at least 1,250

A. Basic FMLA and DCFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The DCFMLA provides eligible employees up to 16 and DCFMLA whenever possible.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)(FMLA Only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26

C. Intermittent Leave and Reduced Leave Schedules

schedule basis. Unless agreed to by MULTI-STATE XX LLC, employees may not take family leave that only qualifies under the DCFMLA for a period of more than 24 months.

D. No Work While on Leave

The taking of another job while on FMLA/DCFMLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

During FMLA and/or DCFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of any employment benefit that accrued prior to the start of an eligible employee's FMLA/DCFMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA and DCFMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from MULTI-STATE XX cases where leaves qualify for FMLA/DCFMLA protection, MULTI-STATE XX LLC and employee can mutually agree that leave be retroactively designated as FMLA/DCFMLA leave.

II. Employee FMLA and DCFMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA and/or DCFMLA leave must timely notify MULTI-STATE XX LLC of their need for FMLA and/or DCFMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA and/or DCFMLA leave protections, employees must inform the Head of Human Resources and/or their Manager of the need for FMLA/DCFMLA-qualifying leave and the anticipated

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or DCFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide MULTI-STATE XX LLC notice of.

B. Submit Medical Certifications Supporting Need for FMLA/DCFMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/DCFMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there .

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for care provider designated or approved jointly by MULTI-STATE XX LLC and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA/DCFMLA leave, MULTI-STATE XX LLC

may require employees to provide recertification of medical conditions giving rise to the need for

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/DCFMLA leaves that were taken because of their own serious health conditions that made and/or deny job restoration until employees provide return to work/fitness for duty certifications.

C. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, MULTI-STATE X.

D. Substitute Paid Leave for Unpaid FMLA and DCFMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave. Employees may elect to use accrued paid time while taking unpaid DCFMLA leave.

E. Pay Employee's Share of Health Insurance Premiums

During FMLA/DCFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless MULTI-STATE XX LLC notifies

III. Coordination of FMLA/ DCFMLA Leave with Other Leave Policies

The FMLA and DCFMLA do not affect any federal, state or local law prohibiting discrimination, or that might arise when FMLA/DCFMLA leave is either not available or exhausted, please consult MULTI-STATE XX LLC's other leave policies in this handbook or contact the Head of Human Resources.

IV. Questions and/or Complaints about FMLA and DCFMLA Leave

If employees have questions regarding this FMLA/DCFMLA policy, they should contact the Head of

9-5. PARENTAL LEAVE

MULTI-STATE XX LLC will grant employees who are parents, guardians, aunts, uncles, grandparents or step-parents of school-age children up to 24 hours of unpaid leave during any 12-

Section 10 - FLORIDA ADDENDUM

10-1. DOMESTIC VIOLENCE LEAVE

Employees who have worked for MULTI-STATE XX LLC for at least three (3) months may be

granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence.

Section 12 - ILLINOIS ADDENDUM

12-1. PREGNANCY ACCOMMODATIONS

In compliance with Illinois law, MULTI-STATE XX LLC will not discriminate against employees because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth or related conditions; and will endeavor to provide a reasonable

12-2. DISCRIMINATION AND SEXUAL HARASSMENT NOTICE

In compliance with the Illinois Human Rights Act ("Act"), all employees have the right to be free from unlawful discrimination or sexual harassment. This means that employers may not treat people

Reasonable Accommodation

Employees also have the right to reasonable workplace accommodations based on pregnancy and disability. This means employees can ask for reasonable changes to their job if needed because

Retaliation

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

12-3. SICK DAYS

Reporting Procedures

Full-time employees are eligible to receive up to six (6) paid sick days each year.

If the employees will be out of work due to illness, they must call in and notify their supervisor as r

12-4. JURY DUTY LEAVE

Advanced but unaccrued sick days will be deducted from the employee's final paycheck to the extent permitted by and in accordance with state

12-5. WITNESS LEAVE

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon

Employees will not be compensated for time away from work to participate in a court case, but may use available vacation and personal time to cover the period of absence.

12-6. CHILD BEREAVEMENT LEAVE

Employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) and who suffer the loss of a child may take up to two (2) weeks of unpaid leave for any or all of the

12-7. VOTING LEAVE

Employees who are eligible to vote in an election may request up to two (2) hours with pay to vote while polls are open.

12-8. VOLUNTARY EMERGENCY WORKERS LEAVE

MULTI-STATE XX LLC will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency situation. Volunteer.

12-9. SCHOOL VISITATION LEAVE

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight (8) hours per year of unpaid time off (not to exceed four (4) hours in any singl.

12-10. BUSINESS EXPENSE REIMBURSEMENT

This policy establishes the procedures all employees must follow when they are required to incur business-related expenses on behalf of MULTI-STATE XX LLC.

Expense Reporting

Employees must properly substantiate all business expenses submitted for reimbursement in accordance with this policy.

Reimbursement

There are limits on the types and amounts of expenses that will be reimbursed, as follows:

Section 13 - INDIANA ADDENDUM

13-1. FAMILY MILITARY LEAVE

Employees who have been employed by MULTI-STATE XX LLC for at least 12 months, have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse, parent, grandparent, child or sibling of an individual ordered to active

Section 14 - KENTUCKY ADDENDUM

14-1. PREGNANCY ACCOMMODATION

Pursuant to the Kentucky Pregnant Workers Act (the "Act"), employees have the right to be free from discrimination in relation to pregnancy, childbirth and related medical conditions, including the right to reasonable accommodations for conditions related to pregnancy.

request for an accommodation, MULTI-STATE XX LLC will engage in a timely, good faith, interactive process with employees to determine effective reasonable accommodations.

14-2. ADOPTION LEAVE

Employees are entitled to an unpaid leave of absence of up to six (6) weeks for the purposes of adopting a child under age seven (7). Advance written notice is required. MULTI-STATE XX LLC may require verification of adoption. Leave runs concurrently with any other leave provided by

Section 15 - LOUISIANA ADDENDUM

15-1. BONE MARROW DONATION LEAVE

Employees are entitled to up to 40 hours of paid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by MULTI-STATE XX LLC. Reasonable notice of leave must be provided.

15-2. PREGNANCY LEAVE

Employees are entitled to an unpaid leave of absence of up to six (6) weeks for any normal

For additional information on this leave, please contact the Head of Human Resources.

15-3. SCHOOL AND DAY CARE CONF. AND ACTIVITIES LEAVE

MULTI-STATE XX LLC will grant employees who are parents or guardians of school-age children up to 16 hours of unpaid leave during any 12-month period to observe or participate in conferences or classroom activities related to the employee's dependent children for whom the employee is the legal

Section 16 - MAINE ADDENDUM

16-1. FAMILY MILITARY LEAVE

Employees who have been employed by MULTI-STATE XX LLC for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave.

16-2. FAMILY AND MEDICAL LEAVE

Maine Family and Leave Entitlement

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/r the Maine Family and Medical Leave Act ("MFMLA"). This policy provides employees.

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the

II. Entitlements

As described below, the FMLA and/or MFMLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA and MFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The MFMLA provides eligible employees up to 10

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA and/or MFMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave

D. No Work While on Leave

The taking of another job while on FMLA and/or MFMLA leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

During FMLA and/or MFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. However, if leave is solely pursuant to MFMLA, the employee may be required to pay the full health insurance premium during leave.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of terms. There is no key employee exception under the MFMLA

G. Notice of Eligibility for, and Designation of, FMLA and MFMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from MULTI-STATE XX LLC telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA and/or MFMLA leave must timely notify MULTI-STATE XX LLC of their need for FMLA/MFMLA leave. The following describes the content and timing of such.

1. Content of Employee Notice

To trigger FMLA and/or MFMLA leave protections, employees must inform the Head of Human

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or MFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's

C. Submit Medical Certifications Supporting Need Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of the FMLA/MFMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/MFMLA-qualifying leave. As described below,

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for

2. Medical Recertifications

Depending on the circumstances and duration of FMLA/MFMLA leave, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for leave. MULTI-STATE XX LLC will notify employees if recertification is required and will give.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/MFMLA leaves that were taken because of their own serious health conditions that made.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, MULTI-STATE XX

E. Substitute Paid Leave for Unpaid FMLA and MFMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA and/or MFMLA leave.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA/MFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. However, if leave is solely pursuant to MFMLA, the employee may be required to pay the full health insurance premium during leave. Unless

III. Coordination of FMLA/MFMLA Leave with Other Leave Policies

The FMLA and MFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater or medical leave rights. However, whenever permissible by law, MULTI-STATE XX LLC will run FMLA and/or MFMLA concurrently with any.

IV. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA/MFMLA policy, please contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA and MFMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and MFMLA.

Section 17 - MARYLAND ADDENDUM

17-1. PREGNANCY ACCOMMODATIONS

In compliance with Maryland law, if a pregnant employee requests an accommodation for a disability caused or contributed to by pregnancy, MULTI-STATE XX LLC will explore reasonable accommodations with the pregnant employee, and it will endeavor to provide a reasonable

17-2. PAID TIME OFF

MULTI-STATE XX LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. MULTI-STATE XX LLC fully encourages employees to get this rest by taking their paid time off. Time off under this policy includes extended time off, such as

17-3. PAID VACATIONS

MULTI-STATE XX LLC appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. MULTI-STATE XX LLC fully encourages employees to

17-4. SICK DAYS

Full-time employees are eligible to receive up to six (6) paid sick days each year. If the employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, but at least by the start of the workday. If the employees call in sick for three (3) or more consecutive

17-5. WITNESS LEAVE

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as may

17-6. VOTING LEAVE

Employees who are eligible and registered to vote in an election and who do not have two (2) consecutive hours before or after work to vote may request up to two (2) hours with pay to vote.

17-7. FAMILY AND MEDICAL LEAVE

Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA).

A. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered** .

B. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member o.

C. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

D. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

E. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause MULTI-STATE XX LLC substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay,.

F. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from MULTI-STATE XX LLC telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify MULTI-STATE XX LLC of their need for FMLAleave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Head of Human Resources and/or

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for .

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for leave.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave.

Employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same

I. Exemption for Highly Compensated Employees

MULTI-STATE XX LLC may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to

II. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA and, whenever necessary,

complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

III. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information

17-8. PERSONAL AND COMPANY-PROVIDED PORTABLE COMMUNICATION DEVICES

MULTI-STATE XX LLC-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have.

Portable Communication Device Use While Driving

Employees who drive on MULTI-STATE XX LLC business must abide by Maryland law, which prohibits PCD (cell phone or personal digital assistant) use while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the

17-9. OPERATION OF VEHICLES

All employees authorized to drive MULTI-STATE XX LLC-owned or leased vehicles or personal vehicles in conducting MULTI-STATE XX LLC business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately..

Portable Communication Device Use While Driving

Employees who drive on MULTI-STATE XX LLC business must abide by Maryland law, which Since

Section 18 - MASSACHUSETTS ADDENDUM

18-1. OVERTIME

Like most successful companies, MULTI-STATE XX LLC experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

18-2. EARNED SICK TIME

Eligibility

MULTI-STATE XX LLC provides earned sick time to employees whose primary place of work is in

Grant

Employees receive a grant of earned sick time at the start of employment, as well as at the start of Usage

Notice and Documentation

Employees must comply with the attendance and call-in policy when providing notice.

Payment

Earned sick time will be paid at the same hourly rate as the employee earns from their employment at the time they use such time. Use of sick time is not considered hours worked for purposes of

Carryover and Payout

Employees may not carry over any unused paid leave under this policy to the following year.

Accrued but unused earned sick time under this policy will not be paid at separation.

Enforcement and Retaliation

Employees may be subject to disciplinary action for misuse of earned sick time if they are engaging

18-3. JURY DUTY LEAVE

MULTI-STATE XX LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of any request to perform jury .

18-4. DOMESTIC ABUSE LEAVE

Employees are entitled to up to 15 days of unpaid leave from work in any 12-month period if, as defined by applicable law: (i) the employee, or a family member of the employee, is a victim of

Section 19 - MICHIGAN ADDENDUM

19-1. SOCIAL SECURITY NUMBER PRIVACY ACT

It is the policy of MULTI-STATE XX LLC to ensure to the extent practicable the confidentiality of employees' Social Security Numbers in accordance with Michigan law.

19-2. VICTIMS OF CRIME LEAVE

Employees who are a victim or victim's representative, called to serve as a witness in a judicial proceeding, must notify their supervisor as soon as possible.

Section 20 - MINNESOTA ADDENDUM

20-1. EQUAL EMPLOYMENT OPPORTUNITY

MULTI-STATE XX LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age,

20-2. RIGHT TO REVIEW PERSONNEL RECORDS

Under Minnesota law, active employees have the right to review their personnel record once every six (6) months. Employees who leave MULTI-STATE XX LLC may review their personnel record once every year as long as MULTI-STATE XX LLC maintains the personnel record.

20-3. WAGE DISCLOSURE PROTECTIONS

Under Minnesota law, an employer may not:

1. require nondisclosure by employees of their wages as a condition of employment;

20-4. SICK DAYS

Full-time employees are eligible to receive up to six (6) paid sick days each year.

If the employees will be out of work due to illness, they must call in and notify their supervisor as

20-5. LACTATION BREAKS

MULTI-STATE XX LLC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent

20-6. CRIME VICTIMS LEAVE

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work

20-7. FAMILY MILITARY LEAVE

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse

I. Employee FMLA/MPPLA Leave Obligations.

A. Provide Notice of the Need for Leave.

the reasons for leave so as to allow MULTI-STATE XX LLC to determine that the leave is FMLA-qualifying. For example, employees might explain that:

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules.

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's operations, subject to the approval of the employee's health care provider. Employees must consult

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave).

Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition,

D. Pay Employee's Share of Health Insurance Premiums.

During FMLA/MPPLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. However, if leave is solely pursuant to MPPLA,

II. Coordination of FMLA/MPPLA Leave with Other Leave Policies.

The FMLA and MPPLA do not affect any federal, state or local law prohibiting discrimination, or

medical leave rights. However, whenever permissible by law, FMLA leave will run concurrently with MPPLA and any other leave provided under state or local law. For additional information concerning

III. Questions and/or Complaints about FMLA/MPPLA Leave.

If employees have questions regarding this FMLA/MPPLA policy, they should contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA/MPPLA

20-9. DOMESTIC ABUSE OR HARASSMENT LEAVE

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment.

The employee who is absent from the workplace shall give 48 hours' advance notice to MULTI-STATE XX LLC except in cases of imminent danger to the health or safety of the employee or

20-10. SCHOOL CONFERENCE AND ACTIVITIES LEAVE

MULTI-STATE XX LLC will provide employees with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee's child

Section 21 - NEW JERSEY ADDENDUM

21-1. EQUAL EMPLOYMENT OPPORTUNITY

MULTI-STATE XX LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age,

21-2. EARNED SICK AND SAFE LEAVE

Eligibility

MULTI-STATE XX LLC provides paid Earned Sick and Safe Leave (ESSL) to employees who work in New Jersey. For employees who work in New Jersey who are eligible for sick time under the

Grant

Employees receive a grant of ESSL at the start of employment. The grant will be prorated based on the date of grant but in no circumstances will an eligible employee receive less than one (1) hour of ESSL for every 30 hours worked up to 40 hours in that benefit year. Thereafter, at the start of the benefit year, employees will receive a grant of 40 hours of ESSL.

Usage

Employees may begin using accrued ESSL on the 120th calendar day of employment. ESSL may be used in 1 hour increments, except to the extent such increment is greater than the number of hours

Payment

ESSL will be paid at the same rate of pay with the same benefits as the employee normally earns, but no less than the state minimum wage. Use of ESSL will not be counted as hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused ESSL under this policy to the following benefit year. Accrued but unused ESSL under this policy will not be paid at separation.

Enforcement and Retaliation

Employees have the right to request and use ESSL and may file a complaint for alleged violations of their rights with the New Jersey Department of Labor and Workforce Development. MULTI-STATE

21-3. STATUTORY SHORT-TERM DISABILITY BENEFITS

MULTI-STATE XX LLC also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work

21-4. NEW JERSEY FAMILY LEAVE INSURANCE BENEFITS

If employees need to take time off work for the reasons listed below, they may be eligible to receive family leave benefits through the state of New Jersey. Leave, in this instance, is administered by the Division of Temporary Disability Insurance, the New Jersey Department of Labor and Workforce

Job Reinstatement Not Guaranteed

Please note: employees taking time off for these purposes are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws. Any time off for family leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave Act and the New Jersey Family Leave Act and/or the NJ SAFE Act, if applicable. Please see the "Family and Medical Leave" and/or the NJ SAFE Act policies for eligibility requirements.

Retaliation

Employees will not be discharged, harassed, threatened or otherwise discriminated or retaliated against because they have requested or taken any family leave benefits pursuant to this policy.

22-1. SICK AND SAFE LEAVE

Eligibility

MULTI-STATE XX LLC provides paid sick and safe leave to all employees. For employees who work in New York who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent that it

Grant

Employees will receive a grant of paid sick and safe leave at the start of employment. The grant will be prorated based on the date of grant but in no circumstances will an eligible employee receive

Usage

Employees may begin using accrued sick and safe leave on January 1, 2021. Sick and safe leave may be used in a minimum increment of four (4) hours. Employees may not use more than 40 hours of sick and safe leave in any calendar year.

Notice and Documentation

Employees may make oral or written requests to use sick and safe leave. Employees must provide reasonable advance notice to the Head of Human Resources of the need to use sick and safe leave if the need is foreseeable. Where the need is not foreseeable, they should provide notice as early as possible.

Payment

Sick and safe leave will be paid at the employee's regular rate of pay or the applicable state minimum wage, whichever is greater. Use of sick and safe leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may carry over any unused sick and safe leave to the following calendar year. However, employees only may use up to 40 hours in each calendar year. Accrued but unused sick and safe leave will not be paid at separation.

Enforcement and Retaliation

Employees will not be discharged, threatened, penalized or in any other manner discriminated or retaliated against because they have exercised their rights to request and use sick and safe leave

22-2. LACTATION BREAKS

MULTI-STATE XX LLC provides employees who are nursing with break time to express breast milk for up to three (3) years after the birth of a child. Employees will not be discriminated against or

22-3. JURY DUTY LEAVE

MULTI-STATE XX LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required

22-4. WITNESS LEAVE

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible.

22-5. VOTING LEAVE

Employees who are eligible to vote in an election and who do not have at least four (4) consecutive hours before or after work while polls are open may request up to two (2) hours with pay to be used at the beginning or the end of their normally scheduled workday as designated by the employer to

22-6. STATUTORY SHORT-TERM DISABILITY BENEFITS

MULTI-STATE XX LLC also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work.

22-7. FAMILY MILITARY LEAVE

Employees who work an average of at least 20 hours per week and are spouses of military members generally are entitled to up to 10 days of unpaid leave during any period when the spouse in the

Section 23 - NORTH CAROLINA ADDENDUM

23-1. SCHOOL ATTENDANCE LEAVE

MULTI-STATE XX LLC will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their

Section 24 - OREGON ADDENDUM

24-1. WORKPLACE ACCOMMODATIONS

MULTI-STATE XX LLC is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

24-2. NON-HARASSMENT AND DISCRIMINATION

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion,

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding teasing or other conduct directed toward a person because of the person's gender.

Sexual Assault Defined

Sexual assault, defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation, also is specific

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken

where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality

Nondisclosure and Nondisparagement Agreements

MULTI-STATE XX LLC may not require or coerce employees to enter into a nondisclosure or nondisparagement agreement concerning harassment, discrimination or sexual assault. A

Time Period To Bring a Legal Claim

Under Oregon law, an individual has five (5) years from the date of an act of unlawful harassment or.

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who

24-3. SICK TIME

Eligibility

MULTI-STATE XX LLC provides paid sick time to employees who work in Oregon. For employees

Usage

reasons set forth above and employees will be paid for such absences to the extent they have leave available.

Notice and Documentation

For foreseeable absences, employees must comply with MULTI-STATE XX LLC's usual and customary notice and procedural requirements when requesting time off pursuant to this policy. weekends, holidays, vacation days or payday.

Payment

Sick time will be paid at the regular hourly rate that the employee earns for the workweek in which sick time was used, which will be no less than the applicable minimum wage rate. The MULTI-

Carryover and Payout

Paid sick time granted at the start of the year may not be carried over to the next year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement and Retaliation

MULTI-STATE XX LLC will not deny, interfere with, restrain or fail to pay for sick time to which the employee is entitled pursuant to this policy and/or applicable law, or retaliate or discriminate

24-4. LACTATION BREAKS

Subject to certain exceptions, employees who are nursing may take a reasonable rest period to express milk each time they have a need to express milk for their child who is 18 months of age or younger. The employee will, if feasible, take the rest periods to express milk at the same time as the

24-5. BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by MULTI-STATE XX LLC. Reasonable notice of leave must be provided.

24-6. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Oregon Family Leave Act ("OFLA"). This policy provides employees information concerning FMLA and OFLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, MULTI-STATE XX LLC will run FMLA leave concurrently with OFLA and any other leave provided under state or local law. If employees have any questions concerning FMLA leave, they should contact the Head of Human Resources.

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by MULTI-STATE XX LLC for at least 12 months (which need not be consecutive); 2) have been employed by MULTI-STATE XX LLC for at least 1,250

II. Entitlements

The FMLA and OFLA provide eligible employees with a right to leave, health insurance benefits (FMLA only) and, with some limited exceptions, job restoration.

A. Basic FMLA and OFLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA Only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

C. Intermittent Leave and Reduced Leave Schedules

FMLA and/or OFLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered

D. No Work While on Leave

The taking of another job while on FMLA/OFLA leave or any other authorized leave of absence is Protection of Group Health Insurance Benefits

E. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

As with FMLA leave, at the end of OFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under the OFLA.

F. Notice of Eligibility for, and Designation of, FMLA and OFLA Leave

Employees requesting FMLA and/or OFLA leave are entitled to receive written notice from MULTI-STATE XX LLC telling them whether they are eligible for FMLA leave and, if not eligible, the reasons

III. employee FMLA and/or OFLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA and/or OFLA leave must promptly notify MULTI-STATE XX LLC of their need for FMLA and/or OFLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA and/or OFLA leave protections, employees must inform the Head of Human

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or OFLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide MULTI-STATE XX LLC notice of the

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's

-STATE XX LLC's operations, subject to the approval of the employee's healthcare provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition,

2. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide MULTI-STATE XX LLC medical certification confirming they are.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA and/or OFLA leave.

Leaves of absence taken in connection with a disability leave plan or workers' compensation.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless MULTI-STATE XX LLC notifies employees of

XX LLC for the cost of the premiums MULTI-STATE XX LLC paid for maintaining coverage during their unpaid FMLA leave.

IV. Coordination of FMLA/OFLA Leave with Other Leave Policies

The FMLA and OFLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. However,.

V. Questions and/or Complaints about FMLA/OFLA Leave

If employees have questions regarding this FMLA/OFLA policy, they should contact the Head of Human Resources. MULTI-STATE XX LLC is committed to complying with the FMLA/OFLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/OFLA.

24-7. DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim, may take reasonable, unpaid time off from.

assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim.

24-8. VICTIMS OF CRIME

Employees who are victims of a crime or whose family members are crime victims may take reasonable, unpaid time off from work to attend criminal proceedings. To be eligible for the leave, the

Section 25 - PENNSYLVANIA ADDENDUM

25-1. PITTSBURGH PREGNANCY ACCOMMODATION

In compliance with the Pittsburgh City Code, MULTI-STATE XX LLC will not discriminate against employees because of pregnancy, childbirth or related medical conditions and events. MULTI- of the job unless doing so will impose an undue hardship on the business.

Accommodations

Such accommodations may include but are not limited to: modifications or adjustments to the employee's work station, including seating accommodations; work schedule modifications, including additional water, bathroom, rest and lactation-related breaks; modified job requirements or job reassignment, including light duty work; or providing unpaid leave.

Request for Accommodation

Any employees who need to request an accommodation due to pregnancy, childbirth or a related medical condition should contact the Head of Human Resources and/or the Benefits Manager and/or the Employee's Manager. If employees who requested an accommodation have not received an

Interactive Process

The interactive process may take place in person, by telephone or by electronic means such as e-mail. As part of the interactive process, MULTI-STATE XX LLC will communicate with the

25-2. PHILADELPHIA: PAID SICK TIME

Eligibility

MULTI-STATE XX LLC provides paid sick time to employees who work in Philadelphia for at least 40 hours in a year. For employees who work in Philadelphia who are eligible for sick time

Accrual

Employees begin accruing paid sick time pursuant to this policy on May 13, 2015 or at the start of is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Employees may begin using paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. The employee may not use more than 40 hours of accrued paid sick time in any calendar year.

Notice and Documentation

If the need for paid sick time is foreseeable, the employee must provide written or oral notice in advance of the use of the paid sick time and make a reasonable effort to schedule the use of paid

Payment

Paid sick time will be paid at the same rate as the employee earns at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement and Retaliation

MULTI-STATE XX LLC prohibits any threat, discharge, suspension, demotion, other adverse employment action against the employee for the exercise of any right under this policy; or interference with, or punishment for, participating in any manner in an investigation, proceeding or

25-3. PITTSBURGH PAID SICK TIME

Eligibility

MULTI-STATE XX LLC provides paid sick time to employees who work in the City of Pittsburgh for atleast 35 hours in the calendar year in accordance with the Paid Sick Days Act (the

Grant

Employees receive 40 paid hours on the first day of each calendar year. Employees who are hired

after the start of the calendar year will receive a prorated amount based on their start date, except.

Usage

Employees may use paid sick time on the 90th calendar day following commencement of employment. Paid sick time may be used in in the smaller of hourly increments or the smalles.

Notice and Documentation

Requests to use paid sick time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the absence. When the use of paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to the Head of Human Resources seven (7) days in advance of the use of

Payment

Paid sick time will be paid at the same base rate of pay and with the same benefits, including health care benefits, as the employee would have earned at the time of their use of the paid sick time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may not carry over any unused hours of paid sick time to the following calendar year. Unused paid sick time will not be paid at separation.

Enforcement and Retaliation

MULTI-STATE XX LLC prohibits retaliation or discrimination against employees because they have exercised rights protected under the Ordinance. Such rights include but are not limited to the

25-4. PHILADELPHIA: DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees 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 (8) workweeks of unpaid leave in a 12-month period. For purposes of this policy, "family or conditions of employment.

Section 26 - RHODE ISLAND ADDENDUM

26-1. PREGNANCY ACCOMMODATIONS

In compliance with Rhode Island law, MULTI-STATE XX LLC will not discriminate against employees inrelation to pregnancy, childbirth and related conditions.

26-2. OVERTIME

Like most successful companies, MULTI-STATE XX LLC experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

26-3. STATUTORY SHORT-TERM DISABILITY BENEFITS

MULTI-STATE XX LLC also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook

26-4. PAID TEMPORARY CAREGIVER INSURANCE BENEFITS AND LEAVE

Employees may be eligible for up to four (4) weeks of caregiver leave and temporary caregiver benefits within any 52-week period to care for a seriously ill child, spouse, domestic partner, parent,

Section 27 - SOUTH CAROLINA ADDENDUM

27-1. PREGNANCY ACCOMMODATIONS

In compliance with South Carolina law (S.C. Code Ann. §1-13-80), MULTI-STATE XX LLC will not discriminate against an individual because of pregnancy, childbirth or related medical

Reasonable Accommodations

Reasonable accommodations may include, but are not limited to:

Contact for Questions and Requests

If employees have any questions concerning this policy or if they wish to request an accommodation, they should contact the Head of Human Resources and/or the Benefits Manager and/or the Employee's Manager.

27-2. LACTATION ACCOMMODATION

Pursuant to South Carolina Lactation Support Act, MULTI-STATE XX LLC supports the legal right and necessity of employees who choose to express milk in the workplace. This policy is to

27-3. BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave

Section 28 - TENNESSEE ADDENDUM

28-1. PREGNANCY ACCOMMODATIONS

In compliance with Tennessee Pregnant Workers Fairness Act, MULTI-STATE XX LLC will make reasonable accommodations for medical needs arising from pregnancy, childbirth or related medical

28-2. ABUSIVE CONDUCT PREVENTION

At MULTI-STATE XX LLC all employees have the right to be treated with dignity and respect. MULTI-STATE XX LLC does not tolerate and prohibits abusive conduct in the workplace. These

Abusive Conduct Defined

Abusive conduct is defined under this policy as acts or omissions that would cause a reasonable person, based on the severity, nature and frequency of the conduct, to believe that the employee

Reporting Procedures

If employees believe someone has violated this policy, they should promptly bring the matter to the immediate attention of the Head of Human Resources. Every supervisor who learns of any

Investigation Procedures

Upon receiving a complaint, MULTI-STATE XX LLC will promptly conduct an investigation into the facts and circumstances of any claim of a violation of this policy. Employees who file complaints

Retaliation

MULTI-STATE XX LLC will not tolerate retaliation, including any act of reprisal, interference,

28-3. PARENTAL LEAVE

Full-time employees with at least 12 consecutive months of service as a full-time employee are entitled to unpaid Parental Leave of up to four (4) months in the event of pregnancy, childbirth, nursing the infant and adoption in accordance with Tennessee Code section 4-21-408. With respect to adoptions, the leave period begins when the employee receives custody.

Section 29 - VERMONT ADDENDUM

29-1. FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Vermont Parental and Family Leave Law ("VPFL"). This policy provides employees information concerning FMLA and/or VPFL entitlements and obligations employees may have during

I. Employees Eligible for FMLA and VPFL Leave

The eligibility requirements under the FMLA and VPFL are set forth below. Employees of MULTI-STATE XX LLC who do not meet the eligibility requirements for FMLA leave may be eligible only for VPFL leave and vice-versa. If both laws are applicable, leave under both laws runs concurrently.

A. FMLA Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the Special hours of service eligibility requirements apply to airline flight crew employees.

B. VPFL Eligibility

To be eligible for VPFL, the employee must: 1) have worked for MULTI-STATE XX LLC for an n.

A. Basic FMLA and VPFL Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The VPFL provides eligible employees with up to 12.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the

C. Intermittent Leave and Reduced Leave Schedules

FMLA and/or VPFL leave usually will be taken for a period of consecutive days, weeks or months.

However, employees also may be entitled to take leave intermittently or on a reduced leave schedule

D. No Work While on Leave

The taking of another job while on FMLA/VPFL or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits during Leave

During FMLA/VPFL leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause MULTI-STATE XX LLC substantial and grievous economic injury,

G. Notice of Eligibility for, and Designation of, FMLA and VPFL Leave

Employees requesting FMLA leave are entitled to receive written notice from MULTI-STATE XX at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA and/or VPFL protection, MULTI-STATE XX LLC and employee can mutually agree that leave be retroactively designated as FMLA and/or VPFL leave. **[Note: The FMLA regulations permit the retroactive designation of FMLA leave only if the employer's failure to timely designate the leave does not cause harm or injury to the employee. Moreover, the VPFL is silent as to whether an employer may retroactively designate leave as VPFL leave. As such, risk exists with respect to retroactive designation, and we caution employers against retroactively designating leave without a close analysis of the facts surrounding the reasons for failing to promptly designate the leave and the harm, if any, it may cause the employee.]**

II. Employee FMLA and/or VPFL Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA and/or VPFL leave must timely notify MULTI-STATE XX LLC of their need for FMLA and/or VPFL leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA and/or VPFL leave protections, employees must inform the Head of Human Resources and/or their Manager of the need for FMLA/VPFL-qualifying leave and the anticipated

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or VPFL leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the the extent permitted by applicable law.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with MULTI-STATE XX LLC and make a reasonable effort to schedule treatment so as not to unduly disrupt MULTI-STATE XX LLC's operations, subject to the approval of the employee's health care provider. The employee must work out a leave schedule that meets the employee's needs without unduly disrupting MULTI-STATE XX LLC's operations, subject to the approval of the employee's healthcare provider.

C. Submit Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of leave sought, employees may be required to submit medical to clarify or authenticate the certification with the health care provider, MULTI-STATE XX LLC may deny leave if the medical certification is unclear. **[Note: It is unclear whether an employer may seek authentication and clarification (with the employee's permission) regarding the medical certification of a family member. Moreover, the FMLA and VPFL do not specifically permit or prohibit an employer from contacting the family member's health care provider directly. Therefore, some risk exists under the FMLA and VPFL in contacting a family member's health care provider for purposes of authentication and clarification even if an employer obtains the employee's or family member's consent.]**

1. Initial Medical Certifications

Employees requesting leave because of their own, or a family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, subject to applicable law, MULTI-STATE XX LLC may require employees to provide recertification of medical conditions giving rise to the need for leave. MULTI-STATE XX LLC will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, where permitted by law, the employees returning to work from leave that was taken because of their own serious health conditions that made the employees unable to perform their job must provide MULTI-STATE XX to applicable law.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the

covered active duty or call to covered active duty status of a military member, MULTI-STATE XX leave.

E. Substitute Paid Leave for Unpaid FMLA and VPFL Leave

Under the FMLA, employees must use any accrued paid time while taking unpaid FMLA leave. Under the VPFL, employees may elect to use up to six weeks of accrued paid time off. The .

F. Pay Employee's Share of Health Insurance Premiums

During FMLA/VPFL leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless MULTI-STATE XX LLC notifies employees of other arrangements, whenever employees are receiving pay from MULTI-STATE XX LLC during circumstances beyond their control), they will be required to reimburse MULTI-STATE XX LLC for the cost of the premiums MULTI-STATE XX LLC paid for maintaining coverage during their unpaid FMLA leave.

III. Coordination of FMLA/VPFL Leave with Other Leave Policies

The FMLA and VPFL do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. However, XX LLC's other leave policies in this handbook or contact the Head of Human Resources.

IV. Questions and/or Complaints about FMLA/VPFL Leave

If employees have questions regarding this FMLA/VPFL policy, please contact the Head of Human

Section 30 - WASHINGTON ADDENDUM

30-1. PREGNANCY ACCOMMODATIONS

In compliance with Washington law, MULTI-STATE XX LLC will not discriminate against the employee in relation to pregnancy and pregnancy-related health conditions. MULTI-STATE XX LLC will endeavor to provide reasonable accommodations for conditions related to pregnancy and

30-2. PAID SICK LEAVE

Eligibility

MULTI-STATE XX LLC provides paid sick leave to non-exempt employees who work in Washington. For non-exempt employees who work in Washington who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, .

Accrual

Employees begin accruing paid sick leave pursuant to this policy on January 1, 2018 or at the start of employment, whichever is later. Employees accrue one (1) hour for every 40 hours worked. For purposes of this policy, the accrual period is the consecutive 12-month period beginning on January 1 and ending on December 31.

Usage

Employees may use paid sick leave beginning on the 90th calendar day of employment. Paid sick leave must be used in full-day intervals.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice and Documentation

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt MULTI-STATE XX LLC's operations. Requests to use earned paid leave time may be as

Payment

Paid sick leave will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused paid sick leave to the following calendar year. Unused paid sick leave will not be paid at separation.

Enforcement and Retaliation

Retaliation or discrimination against the employee who requests paid sick days or uses paid sick days or both is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries against an employer who retaliates or discriminates against the employee.

30-3. SEATTLE PAID SICK AND SAFE TIME (FOR EMPLOYEES ALSO COVERED UNDER WASHINGTON PAID SICK LEAVE)

Eligibility

Employees who work within the City of Seattle will be provided with paid sick and safe time (PSST) in accordance with the Seattle Paid Sick and Safe Time Ordinance ("Ordinance") (SMC 14.16) and

Accrual

Employees begin to accrue PSST pursuant to this policy from the date of hire. Eligible employees accrue PSST at a rate of one (1) hour for every 30 hours worked based on MULTI-STATE XX LLC's status as a Tier 3 employer. In the case of exempt employees, PSST will only accrue for hours worked up to a 40-hour workweek. If their normal work in a work week is less than 40 hours,

Usage

Eligible employees are entitled to use accrued PSST beginning on the 90th calendar day after the commencement of their employment. For non-exempt employees, PSST may be used in 1 hour increments; for exempt employees, PSST may be used in a minimum increment of one (1) hour and

Notice and Documentation

was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

Payment

PSST under this policy will be compensated at the employee's normal hourly compensation and with the same benefits as the employee would have earned during the time the paid leave is taken, in accordance with the Ordinance and state law. Use of PSST is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may carry over PSST from year to year, up to a maximum of 72 hours. Accrued but unused PSST will not be paid on separation.

Enforcement and Retaliation

MULTI-STATE XX LLC prohibits retaliation or the threat of retaliation against the employee for

30-4. TACOMA PAID LEAVE (FOR EMPLOYEES ALSO COVERED UNDER WASHINGTON PAID SICK LEAVE LAW)

Eligibility

MULTI-STATE XX LLC provides paid leave to employees who work in Tacoma.

For employees who work in Tacoma who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave ordinance, this policy applies solely to the extent it

Accrual

Employees begin accruing paid leave pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid leave for every 40 hours worked. Exempt employees will

Usage

Employees may begin using paid leave on the 90th calendar day of employment. Paid leave may be used in minimum increments of one (1) hour.

available paid leave each time wages are paid on employee pay stubs and/or electronically.

Notice and Documentation

If the need for paid leave is foreseeable, the employee must provide written notice at least 10 days in advance or as early as possible in advance of the leave. Employees must make a reasonable effort

Payment

Paid leave will be paid at the same rate as the employee earns from their employment at the time the employee uses such leave, unless otherwise required by applicable law. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused paid leave under this policy to the following calendar year. Accrued but unused paid leave under this policy will not be paid at

Enforcement and Retaliation

MULTI-STATE XX LLC prohibits any threat, discharge, suspension, demotion or other adverse employment action against the employee for the exercise of any right under this policy; or interference with, or punishment for, participating in any manner in an investigation, proceeding or

30-5. PAID FAMILY AND MEDICAL LEAVE

Eligibility

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year).

Entitlement

Beginning January 1, 2020, PFML is available to eligible employees for up to 12 weeks within any 52

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that

Use of PFML

Employees do not need to use PFML in one block. PFML can be taken intermittently in minimum increments of eight (8) consecutive hours. PFML taken on an intermittent basis will not result in a reduction of the total amount of PFML to which the employee is entitled beyond the amount of PFML actually taken.

Employee Notice

Employees must provide MULTI-STATE XX LLC at least 30 days' written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child or

Filing Claims with the ESD

The employee may apply for PFML benefits by:

The ESD is solely responsible for determining if an employee is eligible for benefits.

Supplemental Benefits During PFML

MULTI-STATE XX LLC does not offer supplemental benefits to employees who are receiving PFML.

Job Benefits and Protection

Employees may keep their health insurance while on PFML. Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on PFML.

FMLA Concurrent with PFML

Any time off for PFML purposes will run concurrently with FMLA, if applicable, with the exception of any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to leave under PFML. Please see the "Family and Medical Leave" policy for eligibility requirements.

Questions and/or Complaints about PFML

MULTI-STATE XX LLC is prohibited from discriminating or retaliating against employees for

30-6. LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

30-7. PREGNANCY AND CHILDBIRTH LEAVE

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions.

31-1. LEAVE FOR EMERGENCY RESPONDERS

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders or ambulance drivers for a volunteer fire department, a public agency or a nonprofit corporation ("volunteer provider") are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

SAMPLE

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help employees become acquainted with MULTI-STATE XX LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because MULTI-STATE XX LLC's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of MULTI-STATE XX LLC's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of MULTI-STATE XX LLC at any time.

I further understand that my employment is terminable at will, either by myself or MULTI-STATE XX LLC, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of MULTI-STATE XX LLC other than the President and/or the CEO may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of MULTI-STATE XX LLC's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

RECEIPT OF NON-HARASSMENT POLICY

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MULTI-STATE XX LLC.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on MULTI-STATE XX LLC premises, while on MULTI-STATE XX LLC business (whether or not on MULTI-STATE XX LLC premises) or while representing the MULTI-STATE XX LLC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

ACKNOWLEDGEMENT AND RECEIPT OF CALIFORNIA: DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

MULTI-STATE XX LLC does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or third party based on actual or perceived race, color, creed, religion, age, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, marital status, protected medical condition as defined by state law (including cancer or genetic characteristics), physical or mental disability, military and veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. MULTI-STATE XX LLC is committed to a workplace free of discrimination, harassment and retaliation.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, an offensive or a hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion toward an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature. Sexual harassment includes unwelcome or unwanted conduct that is either of a sexual nature or directed at an individual because of that individual's sex when:

- submission to that conduct or to those advances or requests is made either explicitly or

implicitly a term or condition of an individual's employment;

- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome or unwanted sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault and blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome or unwanted sexually related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, a coworker, a client, a

customer, a vendor or another third party.

Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If the employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of any member of management. (Phone numbers are available through MULTI-STATE XX LLC directory.) If this individual is the person toward whom the complaint is directed, the employee should contact any higher-level manager in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the Head of Human Resources should be contacted immediately. (Phone numbers are available through MULTI-STATE XX LLC directory.)

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Head of Human Resources.

Investigation Procedures

Upon receiving a complaint, MULTI-STATE XX LLC will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or the Equal Employment Opportunity policy. To the extent possible, MULTI-STATE XX LLC will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, MULTI-STATE XX LLC generally will interview the complainant and the accused, conduct further interviews as necessary, and review any relevant documents or other information. Upon completion of the investigation, MULTI-STATE XX LLC shall determine whether this policy has been violated based on its reasonable evaluation of the information gathered during the investigation. MULTI-STATE XX LLC will inform the complainant and the accused of the results of the investigation.

MULTI-STATE XX LLC will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if MULTI-STATE XX LLC determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, who MULTI-STATE XX LLC determines has engaged in conduct that violates this policy will be subject to discipline up to and including termination.

Training

All Employees are required to undergo harassment prevention training as required by applicable law. For more information about this training requirement, visit <https://www.dfeh.ca.gov/shpt/>.

Retaliation Prohibited

In addition to being a violation of this policy, harassment, discrimination or retaliation also can be against the law. Employees who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

Remember, MULTI-STATE XX LLC cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct they believe violates this policy.

I acknowledge that I have received, read, and understand MULTI-STATE XX LLC's Discrimination, Harassment, and Retaliation Prevention Policy. I agree to abide by and be bound by the rules, provisions and standards set forth in MULTI-STATE XX LLC's policy. I further acknowledge that MULTI-STATE XX LLC reserves the right to revise, delete, and add to the provisions of the Discrimination, Harassment and Retaliation Prevention Policy at any time. I also acknowledge I have received the California Department of Fair Employment & Housing's brochure, Sexual Harassment, The Facts About Sexual Harassment (DFEH-185 brochure).

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

CONNECTICUT: RECEIPT OF NON-HARASSMENT POLICY

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MULTI-STATE XX LLC.

The purpose of this policy is not to regulate employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on MULTI-STATE XX LLC premises, while on MULTI-STATE XX LLC business (whether or not on MULTI-STATE XX LLC premises) or while representing the MULTI-STATE XX LLC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state or local laws is illegal and prohibited by Connecticut and federal law in the workplace, pursuant to § 46a-60(a)(8) of the Connecticut General Statutes and Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such

as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions, or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedure

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken

where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If employees feel they have been subjected to any such retaliation, they should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

While employees are encouraged to report claims internally, if an employee believes that they have been subjected to sexual harassment or other harassment in violation of state law, the employee may file a formal complaint with the Connecticut Commission on Human Rights and Opportunities (the "Commission") at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO.

Individuals who engage in acts of sexual harassment or other harassment in violation of state law may be subject to civil penalties in the form of a cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement, emotional distress, as well as attorney's fees, costs, pre- and post- judgment interest and punitive damages (if the case is tried in court). Individuals may also be subject to additional criminal penalties stemming from acts of sexual harassment.

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment.

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

MAINE: RECEIPT OF NON-HARASSMENT POLICY

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE

MASSACHUSETTS: RECEIPT OF NON-HARASSMENT POLICY

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE

MONTANA: GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee handbook is an important document intended to help employees become acquainted with MULTI-STATE XX LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because MULTI-STATE XX LLC's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of MULTI-STATE XX LLC's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of MULTI-STATE XX LLC at any time.

I further understand that my employment is terminable at will, either by myself or MULTI-STATE XX LLC, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, subject to the provisions of the Montana Wrongful Discharge Act.

I understand that no representative of MULTI-STATE XX LLC other than President and/or CEO and/or Head of Human Resources may alter "at will" status (subject to the provisions of the Montana Wrongful Discharge Act) and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of MULTI-STATE XX LLC's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

NEW YORK: RECEIPT OF NON-HARASSMENT POLICY

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE

OREGON: RECEIPT OF NON-HARASSMENT POLICY

It is MULTI-STATE XX LLC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, expunged juvenile record, or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MULTI-STATE XX LLC.

The purpose of this policy is not to regulate employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on MULTI-STATE XX LLC premises, while on MULTI-STATE XX LLC business (whether or not on MULTI-STATE XX LLC premises) or while representing MULTI-STATE XX LLC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding

sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Sexual Assault Defined

Sexual assault, defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation, also is specifically prohibited.

Any discrimination, harassment or retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five

(5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

All employees are encouraged to document any incidents involving discrimination, harassment and sexual assault as soon as possible.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Nondisclosure and Nondisparagement Agreements

MULTI-STATE XX LLC may not require or coerce employees to enter into a nondisclosure or nondisparagement agreement concerning harassment, discrimination or sexual assault. A nondisclosure agreement is an agreement wherein a party agrees to not share information with others regarding the subject of the agreement. A nondisparagement agreement is an agreement wherein a party agrees not to criticize or bring negative attention to the other party.

Employees may voluntarily choose to enter into an agreement regarding harassment, discrimination or sexual assault that contains a nondisclosure agreement, nondisparagement agreement or an agreement prohibiting the employee from seeking reemployment with MULTI-STATE XX LLC, and the employee will have seven (7) days to revoke the agreement after it has been executed.

Time Period To Bring a Legal Claim

Under Oregon law, an individual has five (5) years from the date of an act of unlawful harassment or discrimination to file a claim. This time period applies to acts of unlawful harassment or discrimination occurring on or after September 29, 2020. An individual has one (1) year to file a claim regarding acts of unlawful harassment or discrimination occurring before these dates.

Retaliation Prohibited

In addition, MULTI-STATE XX LLC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If employees have been subjected to any such retaliation, they should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE

RHODE ISLAND: RECEIPT OF NON-HARASSMENT POLICY

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE

VERMONT: RECEIPT OF NON-HARASSMENT POLICY

I have read and I understand MULTI-STATE XX LLC's Non-Harassment

Policy. Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

SAMPLE