



## **Illinois Contractor Addendum**

**Effective January 2024**

### **Equal Employment Opportunity**

VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status or work authorization status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. VanderHouwen will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

VanderHouwen also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history.

### **Pregnancy Accommodation**

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on VanderHouwen's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to VanderHouwen of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to VanderHouwen's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is



reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt VanderHouwen operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to VanderHouwen Human Resources as soon as possible and practical and in a manner that is reasonable and practicable.

VanderHouwen may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to VanderHouwen.

VanderHouwen will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will VanderHouwen retaliate against applicants or employees who request, use, or attempt to use accommodations or otherwise exercise their rights under the IHRA.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

## **Accommodation for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence**

VanderHouwen will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic, sexual or gender violence (including sexual assault and stalking) or any other crime of violence or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on VanderHouwen's business operations.

For purposes of this policy, a "family or household member" means a: spouse; civil union partner; parent; grandparent; child (regardless of age or disability); grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace, or a work requirement in response to actual or threatened domestic, sexual or gender violence or any other crime of violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;



- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under VanderHouwen's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy and should consult that policy and/or VanderHouwen Human Resources for additional information.

VanderHouwen will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or any other crime of violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

VanderHouwen will keep all information pertaining to an employee's request for an accommodation confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal, state, or local law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

## **Religious Accommodation**

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing, or facial hair in accordance with the requirements of their religion. In accordance with the Illinois Human Rights Act (IHRA), VanderHouwen will provide a reasonable accommodation unless such accommodation will impose an undue hardship on VanderHouwen's business operations.

VanderHouwen will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will VanderHouwen retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the IHRA. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

## **Sexual and Other Unlawful Harassment**

VanderHouwen is committed to providing a work environment free of harassment. VanderHouwen complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. VanderHouwen will not



tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. VanderHouwen's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of VanderHouwen, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors or temporary or seasonal workers.

All employees are expected to comply with VanderHouwen's Sexual and Other Unlawful Harassment policy as set forth in the New Hire Orientation. While the Sexual and Other Unlawful Harassment policy sets forth VanderHouwen's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit VanderHouwen's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the New Hire Orientation, any employee who believes that they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

- Chicago Office: James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- Springfield Office: 535 W. Jefferson Street, 1st Floor, Springfield, Illinois 62702, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.
- Website: [www.illinois.gov/dhr](http://www.illinois.gov/dhr). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

Employees may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

## **Access to Personnel Files**

Employees can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access his or her personnel file must be in writing. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after VanderHouwen receives their written request. If VanderHouwen is unable to provide access to the personnel file within seven working days, VanderHouwen will do so within the next seven working days. Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.



Employees who are involved in a current grievance against VanderHouwen may designate, in writing, a representative to inspect their personnel file.

Personnel file documents do not include letters of reference, materials that are used by VanderHouwen to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the test, certain personal information about people other than the employee, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in his or her personnel file or medical records, the employee may request that VanderHouwen remove or correct such information. If the employee and VanderHouwen cannot agree upon such removal or correction, the employee may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

## **Mandatory Time Off/Day of Rest**

VanderHouwen will provide non-exempt, nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every calendar week. Certain exceptions may apply.

## **Family Military Leave**

Eligible employees who are the spouse, parent, child, or grandparent of a person called to military service are entitled to up to 30 days of unpaid leave during the time federal or state deployment orders are in effect. To be eligible for leave, employees must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

The Company may require verification of an employee's eligibility for leave from the proper military authority.

Employees may not take family military leave until they have exhausted all accrued Illinois Paid Leave or any other leave granted to employees, with the exception of sick and disability leave.

Employees taking family military leave for five or more consecutive workdays must notify their Client Supervisor and VanderHouwen Human Resources of the intended date of the leave at least 14 days in advance.

If possible, employees must consult with their Client Supervisor regarding the scheduling of leave to minimize disruption to the client's operations. Employees taking family military leave for fewer than five consecutive days must give their Client Supervisor as much advance notice as is practicable.



During family military leave, employees may continue any benefits, if applicable, at their own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment.

The Company will not discriminate against, or tolerate discrimination against, any employee who seeks or obtains leave under this policy.

## **Military Leave**

In addition to the military leave rights set forth in the New Hire Orientation and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, members of the US Armed Forces, the National Guard of any state or territory regardless of status and the Illinois State Guard, as well as those serving in a federally recognized auxiliary of the United States Armed forces and performing official duties in support of military or civilian authorities as a result of an emergency, are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the New Hire Orientation.

Employees are entitled to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, "military service" includes:

- Service (active or reserve) in the US Armed Forces, the National Guard of any state or territory regardless of status, and the Illinois State Guard;
- Service in a federally recognized auxiliary of the US Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or aggravated during a period of active service and the treatment is paid for by the US Department of Defense Military Health System.

Also for purposes of this policy, "active service" means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to: annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations and muster duty. Active service includes active service without pay.

VanderHouwen may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee's medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency, or duration of their leave. VanderHouwen may bring concerns





over the timing, frequency or duration of military leave to the attention of the appropriate military authority but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Accrued, unused Illinois Paid Leave will be paid during military leave at the employee's request.

#### Reinstatement

In order to be eligible for reinstatement, an employee must have completed his or her service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than the rating that the employee received for the rated period immediately prior to his or her absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

### **Illinois Paid Leave**

The Company provides paid leave to eligible employees in compliance with the Paid Leave for All Workers Act (PLAWA). This policy is subject to modification pending any changes to regulatory guidance issued regarding the PLAWA. The policy should be construed in such a way as to be in harmony with the requirements set forth in any such guidance.

#### Eligibility

All employees working in Illinois for the Company are eligible to receive paid leave under this policy, except employees who are covered either under the Chicago Minimum Wage and Paid Sick Leave Ordinance or the Cook County Paid Leave Ordinance (e.g., they work in a suburban municipality that has opted out of the Cook County Ordinance).

#### Accrual and Carryover of Illinois Paid Leave

Employees begin to accrue paid leave on their first calendar day of employment with the Company or their date of eligibility under the PLAWA, whichever is later.

Paid leave accrues at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours in an anniversary year.

Non-exempt employees accrue leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused paid leave from one anniversary year to the next. The Company does not pay out any unused paid leave at year-end in lieu of carryover.



To determine the amount of paid leave available for use, employees may review their paystubs in Paylocity. For assistance contact Payroll@vanderhouwen.com.

#### Using Illinois Paid Leave

Paid leave may be used for any reason of the employee's choosing, so long as such use is in accordance with this policy and the PLAWA. An employee's request for Illinois Paid Leave may be denied due to operational necessity if it would interfere with client operational issues such as minimum staffing thresholds, production issues, holiday periods, or particularly busy times of the year.

Employees may use paid leave after 90 days of employment. Thereafter, employees may use paid leave as it is accrued.

Employees may use a maximum of 40 hours of paid leave in an anniversary year.

Paid leave must be used in an initial increment of at least one hour, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

#### Notice Required

If the need to use paid leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven calendar days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. If the need to use paid leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable after the employee is aware of the need to take leave.

Employees may provide notice to VanderHouwen Human Resources by completing a request form and returning it to VanderHouwen Human Resources within five business days.

When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence (as opposed to, for example, time off under another Company provided policy, e.g., a sick leave policy), so that the absence may be designated as paid leave under the PLAWA. Employees are not required to provide the Company a reason for their leave.

The Company will not require documentation or certification as proof or in support of paid leave under the PLAWA, but if paid leave runs concurrently with other applicable leave, such as the federal Family and Medical Leave Act (Fed-FMLA) or the Americans with Disabilities Act (ADA), documentation or certification may be requested.





#### Discipline for Unprotected Use of Illinois Paid Leave

Discipline - up to and including termination - may be taken against an employee who uses Illinois Paid Leave in a manner not consistent with the PLAWA, or who violates this policy's requirements concerning requesting, using, and/or recording use of Illinois Paid Leave.

#### Rate of Pay

Leave is paid based on employees' average hourly rate of pay or the minimum wage at the time when leave is taken, whichever is higher.

The Company will maintain health insurance coverage for an employee and their family members under any group health plan for the duration of the employee's paid leave, at the same level and conditions of coverage that would have been provided if the employee had not taken the leave. Employees are responsible for their share of the health care coverage during paid leave.

#### Separation From Employment and Rehire

The Company does not pay employees for unused paid leave at any time, including upon separation from employment, for any reason.

If an employee's employment with the Company ends and the employee is rehired within 12 months of employment ending, the employee's previously accrued but unused paid leave balance will be reinstated and made available for use in accordance with the PLAWA.

#### Antidiscrimination and Retaliation

If the use of paid leave complies with the requirements of this policy and the PLAWA, the Company will not count employees' use of paid leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension, or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances, or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by the PLAWA, or informing any person of their potential rights or supporting someone else's rights under the PLAWA.

#### Additional Information

Employees who have questions about this Illinois Paid Leave policy should contact VanderHouwen Human Resources.



## **School Visitation Leave**

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for VanderHouwen for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued Illinois Paid Leave (not including sick or disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance to VanderHouwen Human Resources.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child, if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their Client Supervisor to schedule the leave so as not to unduly disrupt the client's business operations. Time off under this policy will be unpaid unless employees are using accrued Illinois Paid Leave.

Employees must provide VanderHouwen Human Resources with verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

Your Client Supervisor may allow, but not require, non-exempt employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Please check in with the client to see if they allow contractors to flex their time.

VanderHouwen will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

## **Emergency Responder Leave**

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. VanderHouwen also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours.



Employees must make a reasonable effort to notify VanderHouwen Human Resources of an emergency call. Upon return, VanderHouwen may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay unless employees choose to use accrued Illinois Paid Leave.

### **Blood Donor Leave**

Upon request, eligible employees will be allowed up to one hour of paid leave to donate, or attempt to donate, blood every 56 days. If an employee attempts to donate blood, but is unsuccessful (as determined by the blood bank), the employee will retain the one hour of blood donation leave.

"Eligible employees" are full-time employees who have been employed by VanderHouwen for six months or longer and have obtained approval for the time off.

Employees will not be required to use accrued or future Illinois Paid Leave while taking time off to donate blood.

When requesting time off for this purpose, employees must submit documentation of the appointment to donate blood in advance of the appointment. VanderHouwen may require that employees provide a written statement from the blood bank confirming the employee's attendance at the appointment.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify VanderHouwen Human Resources.

### **Child Extended Bereavement Leave**

Full-time employees who have worked for the Company for at least two weeks and experience the loss of a child by suicide or homicide may take up to 12 weeks of unpaid child bereavement leave.

For purposes of this policy, a "child" is defined to include an employee's biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing *in loco parentis* (in the place of a parent).

Leave under this policy may be taken in a single continuous period or intermittently in increments of at least four hours. Leave must be completed within one year after the employee notifies the Company of the loss.

An employee must provide VanderHouwen Human Resources with reasonable advance notice of the employee's intention to take child extended bereavement leave, unless providing such notice is not reasonable and practicable. VanderHouwen may request reasonable documentation from the employee stating the cause of death.

Child extended bereavement leave under this policy is unpaid. Employees may elect to substitute other types of leave for child extended bereavement leave, including but not limited to any available paid or unpaid leave to which they are entitled, such as accrued Illinois Paid Leave. While child extended bereavement leave does not run concurrently with leave under the federal Family and Medical Leave Act



(Fed-FMLA), employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy. Upon return from child extended bereavement leave, the employee will be restored to the position the employee held when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Child extended bereavement leave will not result in the loss of any employment benefit accrued prior to the start of leave.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois Child Extended Bereavement Leave Act (CEBLA), opposed practices the employee believed to be in violation of the CEBLA or supported the exercise of another person's rights under the CEBLA.

### **Civil Air Patrol Leave**

Eligible employees who are members of the Civil Air Patrol may be entitled to up to 30 days of unpaid leave for the purpose of serving on a Civil Air Patrol mission. "Eligible employees" are those who have worked for the Company for 12 months and have worked 1,250 hours during the 12-month period immediately preceding the leave request.

If the leave will last five or more consecutive workdays, employees must provide at least 14 days' notice of the intended date upon which the leave will begin. If the leave will last fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their Client Supervisors and VanderHouwen Human Resources about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave.

Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave, unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on Civil Air Patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

### **Election Judge Leave**

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid unless employees choose to use accrued Illinois Paid Leave.

### **Jury Duty Leave**

VanderHouwen encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no



circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy. Additionally, employees who work for VanderHouwen at night will not be required to work while serving on a jury during the day.

Employees must provide the Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or subpoena within 10 days after receipt. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable unless an employee chooses to use accrued Illinois Paid Leave. Employees serving on a jury will be entitled to participate in insurance and other benefits under the same terms as other employees on a leave of absence. Upon return, employees will be reinstated to their former position without loss of seniority.

## **Witness Leave**

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Leave under this policy will be unpaid unless employees choose to use accrued Illinois Paid Leave.

Employees who are victims of domestic, sexual or gender violence or any criminal violence, or whose family member is such a victim, will also be allowed time off in connection with related court proceedings in accordance with VanderHouwen's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy.

## **Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence**

Eligible employees will be allowed up to 12 weeks of unpaid leave in any 12-month period to address domestic violence, sexual violence, gender violence or any other crime of violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual or gender violence or any other crime of violence; or
- The employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence.

For purposes of this policy, a "victim" includes:

- A person who was killed or injured while attempting to assist a person against whom a crime was being perpetrated or attempted or while assisting law enforcement at the request of law enforcement;
- A person who personally witnessed a violent crime; and
- A person who will be called as a witness by the prosecution to establish a necessary nexus between an offender and violent crime.



A "family or household member" means:

- Spouse or civil union partner;
- Parent;
- Grandparent;
- Child;
- Grandchild;
- Sibling;
- Other person related by blood or by present or prior marriage or civil union;
- Other person who shares a relationship through a child;
- Any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or
- A person jointly residing in the same household with the employee.

Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a covered family or household member:

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

Leave may be taken consecutively, intermittently or on a reduced-schedule basis.

If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Employees seeking leave under this policy must provide at least 48 hours' advance notice, unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence. Employees must respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. The employee must also provide the following documents, if they possess them:

- Documentation from a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or the employee's family or household





member has sought assistance in addressing domestic, sexual or gender violence or any other crime of violence;

- A police, court or military record; or
- Other corroborating evidence.

The employee can choose which document to submit. The Company will not request or require that more than one document be submitted in the 12 months following the initial request for or use of leave, if the reason for leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence.

The Company will keep confidential all information pertaining to an employee's request for leave and/or certification of the need for leave, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available accrued Illinois Paid Leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. The Company also does not discriminate against applicants or employees who: are, or are perceived to be, victims of domestic, sexual or gender violence or any criminal violence; have a family or household member who is, or is perceived to be, a victim of domestic, sexual or gender violence or any other criminal violence; or attended, participated in, prepared for or requested leave to attend, participate in or prepare for a criminal or civil court proceeding, or a court-martial or nonjudicial punishment proceeding under the Uniform Code of Military Justice, relating to an incident of domestic violence, sexual violence, gender violence or any criminal violence of which the employee or their family or household member was a victim.

## **Time Off to Vote**

VanderHouwen encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who have fewer than two consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. VanderHouwen may specify when the leave must be taken.

Employees must provide notice to VanderHouwen Human Resources of the need for time off prior to Election Day.

Proof of having voted may be required.



## **Child Bereavement Leave**

Upon request, eligible employees will be allowed a maximum of two weeks (10 workdays) of bereavement leave in connection with the death of an employee's child. For purposes of this policy, "child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in *loco parentis* (in the place of a parent).

"Eligible employees" have the same definition as that under the federal Family and Medical Leave Act (FMLA). Thus, in order to be eligible for leave under this policy, an employee must: (1) have worked for VanderHouwen for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by VanderHouwen within 75 miles, as of the date the leave is requested. If employees are unsure whether they qualify, they should contact VanderHouwen Human Resources.

Eligible employees may take leave under this policy for any of the following reasons:

- To attend the funeral (or funeral alternative) of the child;
- To make arrangements necessitated by the death of the child; or
- To grieve the death of the child.

Child bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of his or her child. In the event of the death of more than one child within a 12-month period, an employee may take two weeks of leave per child, up to a total of six weeks of bereavement leave during a 12-month period.

Employees may elect to substitute other types of leave for child bereavement leave, including but not limited to any available paid or unpaid leave, such as Illinois Paid Leave. While child bereavement leave does not run concurrently with leave provided under the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

An employee must provide VanderHouwen Human Resources with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable. VanderHouwen may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

VanderHouwen will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy.

## **Meal Breaks**

Non-exempt employees who work seven and one-half or more consecutive hours will be provided at least one 20-minute meal break, no later than five hours after the start of work. During the break, employees will be relieved of all duties.

An uninterrupted meal break lasting 30 or more minutes will be unpaid.



Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify VanderHouwen Human Resources.

### **Lactation Accommodation**

VanderHouwen Clients will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the employee should work with their Client Supervisor regarding scheduling.

VanderHouwen Clients will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their Client Supervisor or VanderHouwen Human Resources the location to express and store their breast milk and to make any other arrangements under this policy.

VanderHouwen strictly prohibits discrimination against or harassment of employees because they are breastfeeding employees and request or take breaks in accordance with this policy.

### **Discussion of Wages**

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing his or her wages or the wages of another employee. VanderHouwen will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

VanderHouwen also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise his or her rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of VanderHouwen, make unauthorized disclosure of that information.

### **Smoke-Free Workplace**

VanderHouwen prohibits smoking in the workplace and within 15 feet of any entrance to the workplace. Employees wishing to smoke must do so outside VanderHouwen facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their Client Supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Illinois law or this policy.



Employees who violate this policy may be subject to disciplinary action up to and including termination.

### **Cell Phone Use / Texting While Driving**

As set forth in the New Hire Orientation, VanderHouwen prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes. Employees should also be aware that using a handheld electronic communication device for any reason (including to watch or stream video) while driving is a violation of Illinois law, in addition to being a violation of VanderHouwen policy.

## **Chicago Policies**

### **Sexual and Other Unlawful Harassment (Chicago)**

Sexual harassment is illegal in Chicago, in addition to being unlawful under state and federal laws. VanderHouwen is committed to providing a work environment free of harassment. The Company complies with Illinois and Chicago law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, lawful source of income or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

The Company's sexual and other unlawful harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of VanderHouwen, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

Under Chicago's Human Rights Ordinance, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature;
- Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority or misuse of an individual's employment position; or
- Requests for sexual favors or conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
  - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct that may be considered sexual harassment includes, but is not limited to:



- Repeated, unwelcome sexually suggestive comments, gestures, emails, or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit, such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion, or other favorable treatment in the workplace.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy set forth in the New Hire Orientation. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, that policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

All employees are required to participate in at least one hour of sexual harassment prevention training and one hour of bystander training on an annual basis. Anyone who supervises or manages employees is required to participate in a minimum of two hours of sexually harassment prevention training, annually.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in the New Hire Orientation, any employee who believes they have been harassed or discriminated against may file a complaint with the federal Equal Employment Opportunity Commission, the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The EEOC can be reached at the following Illinois locations:

- **Chicago District Office:** JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604.
- **St. Louis District Office:** Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103.

Website: [www.eeoc.gov](http://www.eeoc.gov)

Telephone: (800) 669-4000, (800) 669-6820 (TTY), (844) 234-5122 (ASL Video Phone).

The IDHR can be reached at the following locations:

- **Chicago Office:** 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- **Springfield Office:** 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: [dhr.illinois.gov/](http://dhr.illinois.gov/). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).



The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>.

## **Paid Sick Leave (Chicago)**

The Company provides eligible employees with sick leave pursuant to the Chicago Minimum Wage and Paid Sick Leave Ordinance (the Ordinance). The guidelines in this policy do not supersede federal, state, or local laws regarding leaves of absence, including but not limited to leave taken under the Family and Medical Leave Act (FMLA), Illinois Employee Sick Leave Act, leave taken as a reasonable accommodation under the Americans with Disabilities Act (ADA) or the Illinois Human Rights Act (IHRA), or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

### Eligible Employees

All employees, including full-time, part-time, and temporary workers, who work at least 80 hours in any 120-day period and who in any particular two-week period perform at least two hours of work for the Company while physically present within the City of Chicago are eligible to accrue paid sick leave.

### Accrual and Use of Sick Leave

Eligible employees begin accruing paid sick leave on the first calendar day after the start of their employment. Employees accrue one hour of paid sick leave for every 40 hours worked within the Chicago, up to a maximum of 40 hours in a benefit year. The benefit year begins on the employee's hire date.

Employees accrue paid sick leave in one-hour increments and may not accrue in any fraction of an hour. Employees may use paid sick leave in one-hour increments.

Eligible employees may not use accrued paid sick leave until the 180th calendar day following the start of employment. Thereafter, employees may use the leave as it accrues. Employees may use a maximum of 40 hours of accrued paid sick leave during each benefit year. FMLA-eligible employees may use a maximum of 60 hours of accrued paid sick leave during each 12-month period. This includes 40 hours of accrued but unused paid sick leave for FMLA-eligible purposes only ("FMLA-Restricted Paid Sick Leave") and 20 hours of regular paid sick leave.

Employees are not required to seek or find an employee to cover their work when they take paid sick leave.

Employees will not accrue paid sick leave during an unpaid leave of absence or while using paid leave.

### Reasons Sick Leave May Be Used

Paid sick leave may be used for the following reasons:





- The employee is ill or injured or is receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental or behavioral issues, including substance abuse disorders;
- The employee's family member is ill or injured, or ordered to quarantine, or requires care because they are receiving professional care, including preventive care, diagnosis, or treatment for medical, mental or behavior issues, including substance abuse disorders;
- The employee or a family member is the victim of domestic violence, human trafficking, or a sex offense (including stalking, aggravated stalking or cyber stalking);
- A public official closes the employee's place of business because of a public health emergency;
- The employee needs to care for a family member whose school, class or place of care has been closed; and
- An employee obeys an order issued by the mayor, the Governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee to:
  - Stay at home to minimize the transmission of a communicable disease;
  - Remain at home while experiencing symptoms or sick with a communicable disease;
  - Obey a quarantine order issued to the employee; or
  - Obey an isolation order issued to the employee.

A "family member" includes the employee's:

- Child (including a biological child, adopted child, stepchild, foster child and child to whom the employee stands *in loco parentis*);
- Legal ward;
- Spouse or domestic partner;
- Co-parent;
- Parent (including a biological parent, adoptive parent, foster parent, stepparent, legal guardian of the employee, a person who stood *in loco parentis* when the employee was a minor child, and spouse or domestic partner's parent);
- Sibling;
- Grandparent;
- Grandchild;
- Godchild;
- Godparent; and
- Any other individual related by blood or whose close association with the employee equates to a family relationship.

Employees cannot use paid sick leave when suspended or otherwise placed on leave for disciplinary reasons. Employees who use paid sick leave for an unauthorized purpose may be subject to disciplinary action, up to and including termination.

#### Requesting Sick Leave/Documentation

When the need for paid sick leave is reasonably foreseeable, employees must provide [insert a number up to seven] days' notice of the need for sick leave. Reasonably foreseeable absences include but are not limited to prescheduled appointments with health care providers for the employee or a family member and court dates in domestic violence cases. To provide notice of the need to use sick leave, employees should contact their manager.



If the need for paid sick leave is unforeseeable, employees must provide notice as soon as practicable on the day the employee intends to take the paid sick leave. Employees may provide notification of their need for unforeseeable leave via phone, email or text message. These notice requirements are waived in the event an employee is unable to provide the required notice because they are unconscious or otherwise incapacitated.

If paid sick leave is used for more than three consecutive workdays, the Company may require that the employee provide certification that the paid sick leave was used for a covered purpose. For a medical-related absence, an employee can satisfy this requirement by providing documentation signed by a licensed health care provider. However, for leave related to domestic violence or a sex offense, the employee may provide a copy of any of the following documents:

- Police report;
- Court document;
- Signed statement from an attorney, clergy or victim services advocate;
- The employee's own written statement;
- The written statement of any person with knowledge of the circumstances; or
- Any other evidence that supports the employee's reason for taking paid sick leave.

#### Carryover

Accrued but unused paid sick leave may be carried over from year to year. Generally, at the end of the employee's benefit year, the employee may carry over half (up to 20 hours) of their accrued but unused paid sick leave. New employees whose start date occurs before the beginning of the benefit year may carry over all accrued but unused paid sick leave, up to a maximum of 20 hours. If an employee has an odd number of accrued but unused paid sick leave hours, the number will be rounded up to the next even number for purposes of calculating the number of hours for carryover (e.g., nine hours will be rounded up to 10 hours, so the employee may carry over five hours of accrued but unused paid sick leave into the next 12-month accrual period).

Additionally, FMLA-eligible employees may carry over up to 40 hours of accrued but unused paid sick leave for FMLA-Restricted Paid Sick Leave. These hours will not be divided in half. However, under no circumstances will the employee be permitted to carry over more than 40 hours of FMLA-Restricted Paid Sick Leave or more than 20 hours of regular paid sick leave into the following 12-month accrual period. Employees may use no more than 60 total hours of combined regular paid sick leave and FMLA-Restricted Paid Sick Leave per 12-month period.

#### Rate of Pay and Overtime

Paid sick leave is compensated at the same rate and with the same benefits an employee regularly earns during hours worked.

#### Separation From Employment

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



If an employee is separated from employment with the Company but rehired at a later date, the Company has sole discretion in determining whether previously accrued but unused paid sick leave will be available for the employee's use and/or carryover.

#### Confidentiality

The Company will keep confidential any medical documentation regarding leave use, in accordance with federal, state, and local law.

#### Effect on Other Rights and Policies

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

#### No Discrimination or Retaliation

The Company will not retaliate or discriminate against any employee for exercising, or attempting in good faith to exercise, their rights under this Ordinance, including but not limited to, disclosing, reporting, or testifying about any violation of this Ordinance or its regulations.



## Receipt of Illinois Contractor Addendum

This acknowledges I have received a copy of the VanderHouwen & Associates, Inc. (referred to throughout this Addendum as VanderHouwen or the Company) Illinois Contractor Addendum. As an employee of VanderHouwen, I agree to read this Contractor Addendum, and to ask VanderHouwen Human Resources about any portion of the Addendum I do not understand. I understand and agree that VanderHouwen has the right to add, delete, or otherwise modify the policies, procedures, or other information provided in this Contractor Addendum at any time. I also understand and agree that VanderHouwen has the right to interpret and apply the policies and procedures in this Addendum in their discretion. I agree to abide by these policies, procedures, and other requirements of this Addendum. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that, except where required otherwise by applicable state law, neither this State Contractor Addendum nor any verbal statements made by VanderHouwen constitute an agreement or promise of continued employment and that the provisions of this Addendum may be changed at any time. I understand that I am employed at-will and that VanderHouwen reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President, Chief Executive Officer, or Chief Operating Officer of VanderHouwen are authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President, Chief Executive Officer, or Chief Operating Officer.

If I have any questions about this employment relationship, I understand that I can contact VanderHouwen Human Resources.

Employee's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_