



VanderHouwen

Recruiting • Relationships • Opportunity

Oregon Contractor Addendum

Effective March 2026

Introduction

This addendum is applicable only to VanderHouwen employees working in the state of Oregon and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the New Hire Orientation Document and this Addendum, this Addendum shall control. Except as set forth herein, the New Hire Orientation Document is not modified by this Addendum.

This state addendum is to be read in connection with the Company's New Hire Orientation Document. Together, the New Hire Orientation Document and the Oregon Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the New Hire Orientation Document or the Oregon Addendum, please do not hesitate to discuss your questions with VanderHouwen Human Resources.

Equal Employment Opportunity

As set forth in the New Hire Orientation Document, VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws.

We also comply with Oregon law which prohibits discrimination and harassment against any employees, applicants for employment or interns based on race (including physical characteristics that are historically associated with race, such as natural hair, hair texture, hair type and protective hairstyles), color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniformed servicemember status, unemployment status, sexual orientation, gender identity, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Pregnancy Accommodation

The Company will provide employees and applicants with a reasonable accommodation for known limitations related to pregnancy, childbirth or a related medical condition, including lactation, unless doing so would impose an undue hardship on the Company's business. Reasonable accommodations may

include, but are not limited to: acquisition or modification of equipment or devices; more frequent or longer break periods or periodic rest; assistance with manual labor; or modification of work schedules or job assignments.

The Company will not require an employee or applicant to accept a reasonable accommodation if the individual does not have a known pregnancy-related limitation or if the accommodation is not necessary to perform essential job duties, nor will the Company require an employee to take a leave of absence instead of providing a reasonable accommodation.

The Company prohibits discrimination against employees and applicants on the basis of pregnancy, childbirth or a related condition. The Company will not take an adverse employment action or in any manner discriminate or retaliate against applicants and employees because they request, inquire about or use reasonable accommodations in accordance with this policy. Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact VanderHouwen Human Resources.

Sexual and Other Unlawful Harassment

VanderHouwen is committed to providing a work environment free of harassment. The Company complies with Oregon law and maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment or interns based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, citizenship, physical or mental disability, genetic information, age (18 and over), veteran status, uniform servicemember status, unemployment status, expunged juvenile record, sexual orientation, gender identity, marital status, family status, or having been a victim of sexual abuse, including domestic abuse, sexual assault or stalking. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

Sexual harassment prohibited under this policy includes sexual assault, which is unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

All employees are expected to comply with the main Sexual and Other Unlawful Harassment policy provided in the Company's New Hire Orientation Document. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the 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.

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report to their Client Supervisor or another member of management and to VanderHouwen Human Resources as soon as possible. All employees are encouraged to document any incidents involving discrimination, harassment or sexual assault as soon as possible.

VanderHouwen will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with the Oregon Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by Oregon's employment discrimination laws (ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Nondisclosure and Nondisparagement Agreements

The Company will not require or coerce a current, former or prospective employee, to enter into any agreement as a condition of employment, continued employment, promotion, compensation or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the individual from disclosing or discussing unlawful employment discrimination or harassment (including sexual assault).

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, nondisparagement or no-rehire provision (as defined below), and/or prevents the disclosure of the amount of or any fact of any settlement and will have at least seven days to revoke any such agreement.

Under this policy:

- A nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.
- A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Company.
- A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Company and allows the Company to not rehire that individual in the future.

Access to Personnel Files and Time and Pay Records

Employees may inspect their personnel files (except any records and other material exempt from disclosure under state law) and/or their time and pay records by contacting VanderHouwen Human Resources.

Upon written request, a certified copy of an employee's personnel records and/or time and pay records will be provided to the employee within 45 days. In situations in which the records are not readily available, the Company may ask an employee to agree to extend this time. Employees may be asked to reimburse the company an amount reasonably calculated to recover the actual cost of providing the certified copy.

Paid Family and Medical Leave

Paid Leave Oregon (PLO) is a state-run paid family and medical leave (PFML) program administered by the Oregon Employment Department (OED) that provides leave and partial wage replacement to eligible employees who are unable to work for certain qualifying reasons. The amount of PFML available to

employees is calculated on a "benefit year" basis, which is defined as the period of 52 consecutive weeks beginning on the Sunday immediately preceding the first day of PFML.

PFML benefits are funded by a Company contribution and an employee contribution made through payroll deductions. The amount of the deduction is set by the OED as a percentage of an employee's eligible wages and may be adjusted periodically.

Eligibility

Oregon-based employees who meet the financial eligibility requirements established by the OED are eligible for PFML.

Reasons for and Duration of Leave

Employees may be eligible for up to 12 weeks of PFML:

- To attend to their own serious health condition as certified by a health care provider, including illness, injury or pregnancy/childbirth;
- To care for a family member with a serious health condition as certified by a health care provider, including illness, injury or pregnancy/childbirth;
- To bond with and care for an employee's child during the first 12 months after birth, adoption or foster care placement; and
- To handle certain matters related to a covered incident of domestic violence, harassment, stalking, bias crimes or sexual assault (safe leave).

Employees who experience limitations related to pregnancy, childbirth or related medical conditions (including lactation) may receive an additional two weeks of PFML in a benefit year.

For purposes of PFML, a "family member" includes:

- The employee's spouse, domestic partner, child, parent, sibling (including a stepsibling), grandparent or grandchild;
- The spouse or domestic partner of the employee's child, parent, sibling, grandparent or grandchild; or
- Any individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

A "child" includes a biological, adopted, foster or stepchild; a person who is or was a legal ward; a person who is or was in a relationship of *in loco parentis*; or a child of the employee's spouse or domestic partner.

A "parent" includes a biological, adoptive, foster or stepparent; a person who was the employee's foster parent when the employee was a minor child; a person designated as the legal guardian of the employee when the employee was a minor or required a legal guardian; a person who is or was in a relationship of *in loco parentis*; or a parent of the employee's spouse or domestic partner.

Employees may take PFML on an intermittent basis (i.e., taking leave in blocks of time), in no less than full-day increments.

Providing Notice to the Company Before PFML

Except for safe leave, employees must provide at least 30 days' written notice to the Company before the start of PFML. Notice should be provided to VanderHouwen Human Resources by emailing HR@VanderHouwen.com. When providing notice, employees should specify the anticipated starting date of the leave, the anticipated length of the leave and the expected date of return. If the employee is unable to provide 30 days' notice due to a need to take leave unexpectedly, the employee must provide notice within 24 hours of starting leave and must give written notice within three days of starting leave. For safe leave, employees must give reasonable advance notice, unless it is not feasible.

An employee must give the Company notice if any dates of scheduled leave change, are extended or were initially unknown.

The Company will treat any medical or health information as confidential and will not disclose such information except with the permission of the employee requesting PFML, unless disclosure is otherwise required by law.

Failure to provide the Company with adequate notice before leave may result in the delay or denial of an employee's PFML by the OED.

Applying for PFML Benefits With the OED

Employees must apply for PFML benefits through the OED's online system at <https://frances.oregon.gov/>.

In order to avoid delays in approvals and/or payments, applications should be submitted to the OED as soon as possible, as early as 30 days prior to the anticipated start date of PFML.

Applications must be submitted no later than 30 days after the start of PFML, unless the OED determines that the delay was excused by good cause.

Wage Replacement Benefits

PFML wage replacement benefits are determined and administered by the OED, not the Company. The amount of wage replacement benefits is calculated based upon an employee's average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that may be adjusted annually.

Use of Company-Provided Accrued Sick Leave During PFML

The Company will not require employees to use or exhaust any accrued and available sick leave prior to or while receiving PFML.

Employees who choose to use sick leave, rather than receiving PFML benefits will not receive PFML benefits for the period of time during which they received sick leave.

Employees may also choose to use sick leave to supplement or "top off" PFML benefits to receive their full wage replacement during some or all of the PFML.

Coordination With Other Leaves and Benefits

PFML will run concurrently with protected leave taken under the federal Family and Medical Leave Act and any other applicable federal, state or local leave law.

However, PFML will *not* run concurrently with the Oregon Family Leave Act. In addition, in any week an employee is eligible to receive workers' compensation or wage replacement benefits under a state or federal unemployment benefits program, the employee is disqualified from receiving PFML benefits.

During an approved PFML, VanderHouwen will continue making contributions for an employee's group health benefits on the same terms as if the employee had continued to work.

In the event that the employee is not receiving sick leave from VanderHouwen that can be used to deduct health premiums, the payments for the employee-paid portion of any health benefits premiums are due to VanderHouwen by the first of the month for that month's coverage.

If an employee fails to return to work following PFML for reasons other than a serious health condition or safe leave for which the employee would be entitled to PFML or another circumstance beyond the employee's control, the Company may use any lawful means (including deducting up to 10% of the amount owed from a final paycheck) to recover the employee's share of the insurance premiums paid by the Company.

Return to Work

An employee who has been employed by the Company for at least 90 consecutive days prior to taking PFML and returns to work on or before the approved leave's end date will be reinstated to their former job, if that position still exists, or to an equivalent job with the same status, pay, employment benefits, length-of-service credit and seniority as they had on the day their leave began, if that position still exists.

If the employee's former position no longer exists, the returning employee will be restored to any available equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An available position is a position that is vacant and not permanently filled.

Taking PFML will not affect a reinstated employee's previously held right to accrue Company-provided sick leave, advancement, seniority, length-of-service credit, or other employment benefits, plans or programs.

The Company may deny reinstatement to any employee who would have been terminated or reassigned from their current position to another position if PFML had not been taken. An employee is subject to layoff on the same terms or under the same conditions as similarly situated employees who have not taken PFML.

Consequences of the Misuse of PFML

Employees who fraudulently obtain PFML benefits will not receive the protections and benefits provided by the law and may be required to repay any benefits received.

Protected Rights

The Company takes its PFML obligations very seriously and will not interfere with, restrain or deny the exercise of any right protected under the PFML law. The Company will not discriminate or retaliate against any individual because they inquire about their rights or responsibilities under the PFML law. An employee

who believes that their PFML rights have been violated in any way should immediately report the matter to VanderHouwen Human Resources.

Additional Information

Employees should contact VanderHouwen Human Resources with questions regarding paid family and medical leave or benefits. For more information on PLO, see the [Paid Leave Oregon Employee Notice](#).

Family and Medical Leave

We recognize that employees may need to be absent from work for an extended period of time for reasons related to care for their child, bereavement or pregnancy. Accordingly, the Company will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the Oregon Family Leave Act (OFLA). The OFLA applies to employees who work in Oregon. If both the Fed-FMLA and the OFLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employee family and medical leave rights under the OFLA. Employees should refer to the New Hire Orientation for additional details regarding the Fed-FMLA. Questions concerning this policy should be directed to VanderHouwen Human Resources.

OFLA Eligibility

To be eligible for leave under the OFLA, employees generally must:

- Have worked for the Company for at least 180 days immediately before the date the leave begins; and
- Have averaged at least 25 hours a week during the 180 days immediately before the date on which OFLA leave begins.

During a period of time covered by a public health emergency, an employee must have worked for the Company for at least 30 days immediately before the date leave begins and have averaged at least 25 hours of work per week in the 30 days immediately before the date leave begins.

Reasons for OFLA Leave

OFLA leave may be granted for these reasons or purposes:

- Home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies (Sick Child Leave);
- To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service and to grieve the death of a family member (Bereavement Leave); or
- For an employee's disability due to their own pregnancy, childbirth or related medical condition or for prenatal care. Pregnancy disability leave is available only if the employee is unable to perform any job duties that the Company is able to offer, except that leave for prenatal care is covered without regard to disability (Pregnancy Disability Leave).

For purposes of this policy, a covered "family member" means the employee's:

- Spouse or domestic partner;
- Child or the child's spouse or domestic partner;
- Parent or parent's spouse or domestic partner;
- Sibling, stepsibling or a sibling or stepsibling's spouse or domestic partner;
- Grandparent or the grandparent's spouse or domestic partner;
- Grandchild or the grandchild's spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

A "serious health condition" means:

- An illness, injury, impairment or physical or mental condition that involves an overnight stay in a hospital or similar facility;
- An illness, disease or condition that the treating health care provider believes poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or is a mental or physical condition requiring constant care;
- Any period of absence due to pregnancy-related disability or for prenatal care; or
- Any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Length of Leave

Eligible employees are entitled to up to a combined total of 12 workweeks of leave in a leave year for home care of the employee's child and bereavement. Bereavement leave is limited to two weeks per family member, up to a maximum of four weeks in a leave year.

In addition to those 12 weeks, eligible employees are entitled to up to 12 more workweeks for pregnancy disability in a leave year.

The applicable leave year is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date when the family leave begins.

If more than one qualifying family member works for the Company, two family members can take leave at the same time only if one needs to care for a child while the other family member is taking pregnancy disability leave or both family members are taking bereavement leave at the same time.

Pay

OFLA leave is unpaid and employees may use all accrued sick pay (if eligible to use it) before going on unpaid status.

Requesting OFLA Leave

Except in very unusual or emergency situations, employees must request leave as soon as is practicable after learning of the need for time away from work.

If an employee does not give timely notice, the Company may deny or delay the start of the employee's leave, and/or an employee may be subject to disciplinary action.

With the exception of pregnancy disability leave, if an employee knows of the need for the leave 30 or more days in advance, the employee must complete and return the leave of absence forms at least 30 days before leave is to begin.

In unusual or emergency situations (for example, an employee gives birth prematurely, experiences a death in their family, their child gets suddenly ill), the employee must make an oral request to VanderHouwen Human Resources for leave within 24 hours (or as soon as is practicable). All oral requests for leave must then be confirmed in writing as soon as is practicable (no event later than three calendar days after returning to work).

In the case of Bereavement Leave, prior notice is not required, but oral notice must be provided by the employee or someone on the employee's behalf to the Company within 24 hours of beginning leave. Written confirmation of such notice must then be provided to VanderHouwen Human Resources within three days of returning to work.

In the case of leave to care for a child whose school or child care provider has been closed because of a public health emergency, VanderHouwen Human Resources may require verification of the need for leave.

As long as employees are using sick leave to cover missed time, employees need to only comply with the notice provisions of those policies. Employees should notify VanderHouwen Human Resources and their Client Supervisor of their need to take leave.

If an employee is seeking to use sick leave or unpaid leave for a purpose that may qualify for Fed-FMLA and/or OFLA leave, they must notify VanderHouwen Human Resources so that the employee will receive all of the benefits to which they are entitled. Failure to provide notification of reasons for any absence, whether a partial or full day, which might qualify, could result in the absence being counted against the employee for attendance and other purposes (e.g., pay increases, promotional opportunities).

Medical Certification

For leaves due to pregnancy disability, the employee's health care provider must review the employee's essential job functions and certify that the employee's condition prevents the employee from performing at least one of them.

If an employee's insurance or other benefit plan does not cover the cost, the Company will pay for the medical certification.

In the case of Sick Child Leave, the Company will only require medical verification after an employee has taken more than three days of leave for this purpose in a one-year period. The Company will pay for the cost of the certification to the extent it is not covered by the employee's insurance or benefit plan. In appropriate situations, the Company may also require documentation of the individual's relationship to the employee.

Medical certification forms are available from VanderHouwen Human Resources. Forms must be fully completed and returned either within 15 calendar days of the date an employee's absence began or within 15 calendar days of the request for certification. If an employee fails to provide a timely, fully completed certification, they may be denied continuation of the leave until complete and sufficient medical verification is received.

Staying in Touch With the Company While on Leave

While on medical leave, employees may be required to periodically report their status to VanderHouwen Human Resources, including the date they intend to return to work. "Periodically" means at least weekly, unless the employee is informed otherwise, or is physically unable to do so, in which case, the employee should ask a family member or friend to update the Company periodically. Violations will be treated the same as any other call-in violation.

Intermittent/Reduced Schedule Leave

The Company may transfer an employee taking intermittent or reduced work schedule OFLA leave or pregnancy disability leave to an alternative position to accommodate the leave, but will do so only if the employee agrees to the transfer voluntarily, the transfer is temporary and the alternative job has equivalent pay and benefits.

Reinstatement

Employees returning from OFLA leave will be reinstated to their former job if it exists. If the former job does not exist, the employee will be reinstated to a job with equivalent status, pay, benefits and other employment terms. If an equivalent position is not available at the job site of the employee's former position, the Company will offer an equivalent position located within 50 miles of the employee's former position, if such a position is available. If equivalent positions are available at multiple job sites, the Company will first offer the employee the position at the job site that is nearest to the job site of the employee's former position.

Benefit Coverage

The Company will continue paying its share of the cost of an employee's health coverage while the employee is on Fed-FMLA/OFLA leave under the same conditions as if the employee were working, and the employee will be responsible for continuing to make any payments normally required of them. If the employee does not pay the cost of coverage during the leave, the Company may seek to recover the employee's share of the cost of benefit coverage, in accordance with applicable law.

While an employee is using sick leave, any required employee payments will continue to be deducted from their check as usual to the extent the employee's pay is sufficient to cover the deduction.

An employee does not return to work at the end of their leave may have rights under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) to continue health coverage by paying the full premium (plus a small administrative fee) and may also be able to obtain portability coverage under some state laws.

Reemployment and Temporary Cessation of Scheduled Hours

If an eligible employee who separates from employment is rehired by the Company within 180 days of separation, the employee may use leave in accordance with this policy immediately upon rehire.

If an employee is eligible for OFLA leave at the beginning of a temporary cessation of scheduled hours lasting 180 days or less and returns to work at the end of that temporary cessation of scheduled hours, the employee may use OFLA leave in accordance with this policy immediately upon their return to work.

Any OFLA leave taken during a leave year continues to count against the length of leave to which the employee is entitled.

Fraudulent Use of OFLA Prohibited

Employees who fraudulently obtain leave under this policy may be subject to disciplinary action, up to and including termination.

Retaliation

The Company will not interfere, restrain or deny the exercise of any rights provided under this policy. If an employee believes that their OFLA rights have been violated in any way, they should immediately report the matter to VanderHouwen Human Resources.

Family Military Leave

Employees working an average of at least 20 hours per week who have a spouse or domestic partner that is a member of the military and has been notified of an impending call, order to active duty, or has been deployed during a period of military conflict, will be granted a leave of up to 14 days for each deployment. Leave may be taken intermittently, in which case the total number of hours of leave available is the amount the employee regularly works per day multiplied by 14. The leave can be taken before and during deployment, as well as when the military spouse or domestic partner is on leave from deployment.

Employees should let the Company know within five days of receiving an official notification of a call to duty if they intend to take leave, or as soon as practicable if official notice is received less than five days before the leave is to begin. An employee taking leave under this policy may be required to provide a photocopy of the service member's orders.

Leave under this policy is unpaid. For employees who are eligible for leave under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (FMLA) and have OFLA and/or FMLA leave time remaining, time off under this policy will be counted as part of the total amount of authorized OFLA and/or FMLA leave.

Bone Marrow Donor Leave

Eligible employees who undergo a medical procedure to donate bone marrow will be provided with unpaid time off. Eligible employees are those who work an average of 20 or more hours per week. The leave can extend up to the amount of the employee's accrued paid leave or 40 work hours, whichever is less, unless the Company agrees otherwise. Employees may use paid sick leave (if eligible) for this purpose.

Employees may be required to provide the Company with verification from a physician of the purpose and length of each leave. If there is a medical determination that the employee does not qualify as a bone marrow donor, any paid leave used prior to the determination is not affected.

The Company will not retaliate against any employee for requesting or taking a leave under this policy.

Crime Victim Leave

Eligible employees will be allowed time off to attend a criminal proceeding, a juvenile proceeding or any other proceeding at which a crime victim has the right to be present.

Eligible employees are those who:

- Have worked an average of more than 25 hours per week during the 180 days immediately prior to the leave; and
- Are a victim who has suffered financial, social, psychological or physical harm as a result of a personal felony or is the spouse, domestic partner, parent, sibling, child, stepchild or grandparent of the victim.

Time off under this policy is unpaid. Employees will also be allowed to use available sick leave (if eligible).

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Employees must provide reasonable advance notice of their intent to take leave under this policy, as well as a copy of any notices of scheduled criminal proceedings provided by a law enforcement agency.

Confidentiality of the situation, including the employee's request for the time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

Domestic Violence, Harassment, Sexual Assault, Bias or Stalking Victim Leave and Accommodation

Employees who are the victim, or are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, a bias crime or stalking will be allowed a reasonable amount of leave to:

- Seek legal or law enforcement assistance or remedies;
- Seek medical treatment for or to recover from injuries caused by domestic violence, harassment, sexual assault, the commission of a bias crime or stalking;
- Obtain or assist a minor child or dependent in obtaining counseling related to an experience of domestic violence, harassment, sexual assault, a bias crime or stalking;
- Obtain services from a victim services provider; or
- Relocate or take steps to secure an existing home.

A "victim of a bias crime" means:

- An individual who has been a victim of the commission, attempted commission or alleged commission of a crime committed because of the perpetrator's perception of the victim's race, color, gender identity, sexual orientation, disability or national origin; or
- Any other individual designated as a victim of bias by a rule adopted by the Bureau of Labor and Industries (BLI).

Time off under this policy is unpaid. In addition, employees are allowed, but not required, to use any accrued sick leave while taking time off under this policy. Where applicable, time off under this policy will run

concurrently with time off under the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act (Fed-FMLA).

Employees must provide their Client Supervisor and VanderHouwen Human Resources reasonable advance notice of their intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, employees, or a person acting on behalf of an employee, must give notice as soon as practicable. The Company may also require certification that the employee, minor child or dependent is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of a police report, protective order, or documentation from a health care professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services, attorney, victim services provider or law enforcement officer.

The Company reserves the right to limit the amount of leave an eligible employee may take, if the leave creates an undue hardship on the Company's business.

Leave may be taken on an intermittent or reduced work schedule basis. The Company may transfer an employee on intermittent leave or a reduced work schedule to an alternate position that better accommodates the leave, as long as the transfer is temporary and voluntary and there is no other reasonable option available that would allow the employee to use intermittent or reduced schedule leave. Transferred employees will be returned to their former position upon providing notification of readiness to return.

While on leave, employees may be required to periodically report their status to their Client Supervisor and VanderHouwen Human Resources, including the date they intend to return to work.

Upon request, the Company will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, a bias crime or stalking, unless such accommodations impose an undue hardship on the Company's business. Such safety accommodations may include, but are not limited to: transfer, reassignment, a modified schedule, a changed work telephone number, a changed work station, an installed lock or implemented safety procedures or other adjustment to a job structure, workplace facility or work requirement.

Employees who wish to request time off or an accommodation under this policy should promptly notify VanderHouwen Human Resources.

Confidentiality of the situation, including the employee's request for a reasonable safety accommodation or time off under this policy and any documentation provided, will be maintained to the greatest extent possible.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave or an accommodation under this policy.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or witness subpoenas, attend court for prospective jury service or serve as a juror or witness. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave for jury duty or prospective jury service or to serve as a witness provided they notify their Client Supervisor and VanderHouwen Human Resources prior to their service.

Employees must provide their Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or witness subpoena within five days after receipt and before their appearance is required to allow the Client time to make arrangements to cover the absence.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable.

To the extent an employee participates in any company-sponsored health, disability, life or other insurance benefits, such coverage will continue during jury duty or witness service provided that the employee gives advance notice of the service.

Leave for State Board or Commission Service

Employees who are appointed members of an Oregon state board or commission will be allowed time off for board or commission service.

Employees must provide at least 21 days' advance notice of any time they need to spend in service as an appointed member of a state board or commission.

Time off under this policy will be without pay. Employees will not be required to use sick leave for time spent as an appointed member of a state board or commission.

The Company will not terminate, threaten to terminate, intimidate, coerce or otherwise discriminate or retaliate against employees because of their service or scheduled service as an appointed member of a state board or commission.

Juvenile Court Appearance Leave

Employees will be allowed time off when compelled to attend a juvenile court proceeding involving a child of which the employee is a parent or legal guardian.

Time off under this policy will be without pay.

The Company will not discriminate or retaliate against employees who seek or obtain leave under this policy.

Legislative Leave

Regular full-time and part-time employees that have been employed by the Company for at least 90 days will be allowed time off to serve in the Oregon Legislative Assembly. Leave will be granted for any regular or special sessions or for time needed to perform official duties as a member or prospective member of the Legislative Assembly. Time off under this policy will be without pay.

Employees must provide notice of the need for leave under this policy by emailing HR@Vanderhouwen.com at least 30 days before a regular session begins and as soon as possible when it is apparent that a special or emergency session will be called.

Employees must return to work within 15 days after the adjournment of the Legislative Assembly following a regular session or within five days after any other assignment is completed. Upon return from leave,

employees will be reinstated to the same or similar position without loss of seniority or benefits earned before the leave commenced.

The Company reserves the right to deny reinstatement if a conflict of interest develops or if the circumstances of the Company change during the leave such that it would be impossible or unreasonable to reinstate the employee.

Military Leave

As is set forth in the New Hire Orientation Document, the Company provides reemployment following leave to provide service in the uniformed service, in accordance with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Under USERRA, an employee's total military leave time may not exceed five years during employment, except in certain, defined circumstances. For Oregon employees, time spent performing the following types of service will be excluded when determining whether the employee has met the five-year limit on duration of military leave: voluntary service overseas and voluntary service within the United States during or in response to an emergency or disaster declared by the local, state or federal government.

In addition to these military leave rights, Oregon employees who are members of an organized militia will be granted an unpaid leave of absence to perform active state service if they are a member of the organized militia of Oregon and are called into active service of the state or a member of the organized militia of another state and called into active state service by the Governor of that state. For purposes of this policy, active state service includes service performed on full-time duty status in the federal uniformed services or the United States National Guard and service performed while on full-time duty status for training, operational duty or other service, other than inactive duty, of the organized militia under the authority of the Governor, whether paid from state or federal funds. The Company will grant leave until the employee is released from state service.

Employees who take leave under this policy will be restored to their prior position or to an equivalent position and will not lose seniority, sick leave credits, service credits under a pension plan or any other employee benefit or right that had been earned at the time of the leave of absence. Employees who take leave under this policy must return to employment within seven calendar days in order to be entitled to reinstatement.

Time Off on Veterans Day

The Company will provide employees who are also qualified veterans unpaid time off on Veterans Day, provided that the employee gives at least 21 calendar days' notice of the intent to take time off on Veterans Day, provides valid documentation showing they are a qualified veteran, and would otherwise be required to work on Veterans Day.

Employees should contact their VanderHouwen Human Resources to make appropriate arrangements. The Company reserves the right to deny requested time off to all qualifying veterans under this policy if it determines that providing such time off would cause significant economic or operational disruption, or undue hardship.

Paid Sick Leave

The Company provides eligible employees with sick leave pursuant to the Oregon Sick Time Law (OSTL).

Eligibility

All employees working in Oregon for the Company are eligible to receive sick leave under this policy.

Accrual and Carryover of Leave

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

Sick leave accrues at a rate of one hour for every 30 hours worked, up to a maximum of 40 hours in a benefit year. For the purposes of this policy, the benefit year is the anniversary year based on the employee's hire date.

Employees accrue sick leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of sick leave available for use by reviewing their paystubs.

Using Leave

Employees cannot use sick leave until their 91st calendar day of employment with the Company. After that, employees] may use sick leave as it is accrued.

Employees may use a maximum of 40 hours of sick leave per benefit year.

Employees must use sick leave in one hour increments, 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 sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.
- A family member's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.
- Absences due to domestic violence, harassment, sexual assault, or stalking of an employee or the employee's minor child or dependent in order to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings;
 - Seek medical treatment for or to recover from injuries;
 - Obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional;

- Obtain services from a victim services provider for the employee or the employee's minor child or dependent; or
 - Relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee's minor child or dependent.
- Closure of the employee's place of business by order of a public official due to a public health emergency or if the employee is excluded from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons.
- Closure of the school or place of care of the employee's child by order of a public official due to a public health emergency.
- A determination by a lawful public health authority or by a health care provider that the presence of the employee or the employee's family member in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member.
- Beginning January 1, 2026, for blood donation connected with a voluntary program approved or accredited by the American Association of Blood Banks or American Red Cross.
- If an authorized public official issues an emergency evacuation order of level 2 (SET) or level 3 (GO) that covers the Company's place of business or the employee's home address.
- If an authorized public official issues a determination that the air quality index or heat index are at a level where continued exposure would jeopardize the health of the employee.
- For reasons covered under the Oregon Family Leave Act, including:
 - Home care for the employee's child (both serious and non-serious health conditions) as well as school and childcare closures for public health emergencies.
 - To make arrangements necessitated by the death of a family member, to attend the family member's funeral or memorial service, and/or to grieve the death of a family member.
 - For an employee's disability due to their own pregnancy, childbirth or related medical condition or for absence for prenatal care.
- For reasons covered under Oregon's Paid Family and Medical Leave Insurance Program, including:
 - Medical leave for the employee's own serious health condition, including any limitations related to pregnancy, childbirth, or a related medical condition (including lactation).
 - Family leave to care for a family member with a serious health condition.
 - Family leave to care for and bond with a new child during the first year after the child's birth or during the first year after the placement of the child through foster care or adoption, or to effectuate the legal process required for placement of a foster child or the adoption of a child.
 - Safe leave to address domestic violence, harassment, sexual assault, bias crimes, or stalking.

For purposes of this policy, "family member" means the employee's:

- Spouse (including civil union partners or domestic partners);
- Child (including a biological, adopted or foster child, stepchild, child's spouse or domestic partner, child of a domestic partner or a person with whom the employee was or is in a relationship *in loco parentis*);
- Parent (including a biological parent, adoptive parent, foster parent or step-parent);
- Parent-in-law (including the parent of an employee's domestic partner);
- Grandchild (including a grandchild's spouse or domestic partner);
- Grandparent (including a grandparent's spouse or domestic partner);
- Sibling (including a step-sibling or step-sibling's spouse or domestic partner); and
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Affinity" means a relationship for which there is a significant personal bond that, when examined under the totality of the circumstances, is like a family relationship. Employees may be required to attest to such a relationship in writing when using sick leave to care for an individual related by affinity to the employee.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least ten days' advance notice to their Client Supervisor and VanderHouwen Human Resources of an absence from work. Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of paid leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of sick leave must be pre-approved by the employee's Client Supervisor and VanderHouwen Human Resources before the absence.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons so that the absence may be designated as a sick leave absence.

Verification of Absence

If an employee uses sick leave for more than three consecutive scheduled workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, harassment, sexual assault, or stalking); and/or other verification as permitted by applicable law.

If the Company reasonably suspects that an employee is abusing sick leave, including engaging in a pattern of abuse (e.g., repeated use of unscheduled sick leave on or adjacent to weekends, holidays, vacation days or paydays), the Company may require a doctor's note, regardless of whether the employee has used sick leave for more than three consecutive scheduled workdays.

The Company will not ask the employee to provide verification that details the employee's or family member's health or safety information and will keep confidential any documentation or verification provided regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the OSTL; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

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

If an employee is rehired within 180 days of employment ending, the employee's previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the OSTL.

No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the OSTL, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick 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 sick leave for authorized circumstances; 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 any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

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

Meal and Rest Breaks

Employees working at least six hours will receive an unpaid meal break of 30 minutes approximately midway through the day. If the work period is at least six but less than seven hours, the meal period must be taken between the second and fifth hours worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hours worked.

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

Employees may not take a shorter meal break or skip a meal break to leave early.

Employees who work at least two hours and one minute will also receive a paid 10-minute rest break and an additional rest break for every four hours worked thereafter.

Rest breaks will be in addition to any meal breaks and cannot be taken at the beginning or end of a shift or combined with a meal break.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child who is 18 months of age or younger. The Company will provide a reasonable rest period to express milk each time the employee has a need to do so.

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 meal and/or rest breaks already provided to the employee, the break time will be unpaid. Where these additional unpaid breaks are required, employees should work with their Client Supervisor regarding scheduling.

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

When possible, employees should provide reasonable notice to their Client Supervisor that they intend to take breaks for expressing breast milk upon returning to work.

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

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their own wages or the wages of another employee. The Company will not terminate, demote, suspend, or otherwise discriminate or retaliate against any employee on the basis of such disclosure or because they file a complaint or charge or otherwise institutes an investigation, proceeding or hearing based on the disclosure of wage information.

This policy does not apply to disclosure of other employees' wage information by employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information. Company representatives may disclose employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing or action under state law.

Cell Phone Use/Texting While Driving

As set forth in the New Hire Orientation Document, the Company prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that using a mobile electronic communication device without a hands-free accessory, including for texting, voice communication, e-mail or navigation, while driving a motor vehicle is a violation of Oregon law, in addition to being a violation of company policy. It is also a violation of Oregon law to hold a mobile electronic device in one's hand while driving.

Oregon law provides that drivers who are over the age of 18 may use a hands-free accessory to conduct cell phone communications. For the safety of employees and the safety of others, the Company strongly suggests that any and all cell phone communications, including those with hands-free accessories, be made only if careful attention to the road is possible.

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside of Company or Client facilities during scheduled work breaks and must not smoke in outside areas that will allow circulation of smoke into the company or client's facilities. For example, employees must not smoke within 10 feet of the Company or client's facilities' ventilation intakes, windows, entrances or exits. For purposes of this policy, "smoking" includes the use of aerosolized or vaporized inhalants, such as nicotine, cannabinoids or other substances that are not FDA approved or, if FDA approved, are not marketed and sold solely for a therapeutic purpose.

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

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but generally unpaid unless you have vacation, sick, or other paid leave available.** However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- ▶ OFLA applies to employers with 25 or more employees in Oregon.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)
- ▶ You can take up to 12 weeks of time off per year for:
 - » **Providing care to your child related to an illness, injury or conditions that requires home care** or when your child's school or child care provider is closed as a result of a public health emergency.
 - » **Bereavement** (up to two weeks) for the death of an individual related by blood or affinity.
 - » **Pregnancy disability leave:** In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- ▶ Your employer must continue to provide the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.
- ▶ Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844

Email: BOLI_help@boli.oregon.gov

Web: oregon.gov/boli

Se habla español.



OREGON LAWS

Protect You At Work

July 2025 - June 2026



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at paidleave.oregon.gov or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.



What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli
Call: 971-245-3844
Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov
Call: 833-854-0166
Email: paidleave@oregon.gov

Paid Leave Model Notice Poster

Receipt of Oregon Addendum

This acknowledges I have received a copy of the VanderHouwen (referred to throughout this Addendum as VanderHouwen or the Company) Oregon Addendum. As an employee of VanderHouwen, I agree to read this 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 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 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 of VanderHouwen is 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.

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: _____