



VanderHouwen

Recruiting • Relationships • Opportunity

New Jersey Contractor Addendum

Effective April 2026

Equal Employment Opportunity

As set forth in the New Hire Orientation, VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with New Jersey law, which prohibits discrimination and harassment against any employees or applicants for employment based on race (including traits historically associated with race, such as hair texture, hair type and protective hairstyles), creed, color, national origin, ancestry, age, sex, pregnancy or breastfeeding (including childbirth, breastfeeding or expressing milk for breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding), marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, disability (including AIDS and HIV-related illnesses), service in the United States Armed Forces or liability for service in the United States Armed Forces, membership in the organized militia or a Reserve component of the United States Armed Forces and use or non-use of tobacco products outside the workplace.

Additionally, the Company prohibits retaliation against any employee who requests from, discusses with or discloses to a current or former employee, a lawyer from whom the employee seeks legal advice or a government agency information regarding the job title, occupational category, rate of compensation (including benefits), gender, race, ethnicity, military status or national origin of the employee or any other employee. Employees are not required to disclose their wage information.

Political Opinions

The Company will not take adverse employment action or threaten to take such action in an attempt to induce or compel an employee to vote or refrain from voting for a particular candidate in an election.

Pregnancy and Lactation Accommodation

Employees may, based on the advice of their physician, request a reasonable workplace accommodation in connection with their own pregnancy, childbirth, related medical conditions, including recovery from childbirth. Employees who are breastfeeding an infant child can also request a workplace accommodation. A reasonable accommodation will be provided unless it would impose an undue hardship on the Company's ordinary operations.

Reasonable accommodations for pregnancy may include job modifications such as additional bathroom breaks, water breaks, periodic rest breaks, assistance with manual labor, job restructuring, modified work schedules and temporary transfers to less-strenuous or -hazardous work. Reasonable accommodations for employees who are breastfeeding their infant children include reasonable daily break time and a suitable

room or other location with privacy, other than a toilet stall, in close proximity to the work area, for the employee to express breast milk for her infant child.

The Company will not treat a pregnant or breastfeeding employee less favorably than it would treat non-pregnant/non-breastfeeding individuals who are similar in their ability or inability to work.

Employees who have questions about this policy or who wish to request an accommodation under this policy should contact VanderHouwen Human Resources and their Client Supervisor.

The Company will not tolerate any retaliation against any employee who makes a good-faith request for or uses an accommodation in accordance with this policy.

Whistleblower Protections (Conscientious Employee Protection Act)

Employees have the right to complain of workplace practices or policies they believe to be in violation of the law, against public policy, and/or fraudulent or unethical. The Company will not terminate, demote, take any other adverse employment action or otherwise retaliate against an employee because the employee:

- Discloses or threatens to disclose to their Client Supervisor, Client Human Resources, VanderHouwen Human Resources, or to a public body an activity, policy or practice of the employer or another employer with whom there is a business relationship, which the employee reasonably believes is in violation of a law or a rule or regulation issued under the law; is fraudulent or criminal; or, in the case of an employee who is a licensed or certified health care professional, constitutes improper quality of patient care;
- Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation of a law or a rule or regulation issued under the law by the employer or another employer with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to or testifies before any public body conducting an investigation, hearing or inquiry into quality of patient care;
- Provides information to or testifies before any public body conducting an investigation, hearing or inquiry into any violation involving deception of or misrepresentation to any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity;
- Provides information regarding any perceived criminal or fraudulent activity, or policy or practice of deception or misrepresentation, which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or
- Objects to or refuses to participate in any activity, policy or practice that the employee reasonably believes:
 - Is in violation of a law or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - Is fraudulent or criminal; or
 - Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

When a disclosure is made to a public body, the protection against retaliation does not apply *unless* the employee has brought the activity, policy or practice to the attention of their Client Supervisor, Client Human Resources, VanderHouwen Human Resources, or to the designated official identified further below in writing and has given the Company a reasonable opportunity to correct the activity, policy, or practice. There is an exception, however, to this internal disclosure requirement if the situation is an emergency in nature and the employee reasonably believes that the activity, policy, or practice is known to one or more Client or VanderHouwen supervisors or reasonably fears physical harm as a result of the disclosure.

The Company has designated the following official to receive complaints and answer employee questions regarding this policy:

VanderHouwen's CFO
6342 S Macadam Ave.
Portland, OR 97239
503.299.6811

Family Leave

We recognize that employees may need to be absent from work for an extended period of time for family-related reasons. Accordingly, the Company will grant time off to employees in accordance with the requirements of the New Jersey Family Leave Act (NJFLA) and the federal Family and Medical Leave Act (Fed-FMLA). When both the Fed-FMLA and NJFLA 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 rights under the NJFLA. 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.

Leave Entitlement and Eligibility

Employees who work in New Jersey, or who perform some work in New Jersey and have their work directed and controlled from New Jersey, may be eligible for leave under the NJFLA. To be eligible for leave, employees must have been employed by the Company for at least 12 months and have worked at least 1,000 base hours (including regular time, overtime, workers' compensation leave and military leave) during the 12-month period immediately preceding the leave.

Certain highly compensated employees (those earning pay in the top 5% or top seven employees) may be denied leave if necessary to prevent substantial and grievous economic injury to the Company's business. An employee who falls within this category will be advised by the Company of any decision to deny leave and must return to work within 10 working days. This exception does not apply to employees seeking Public Health Emergency Leave.

Eligible employees are entitled to 12 weeks of unpaid leave in a 24-month period. A 24-month period is determined a 24-month period measured forward from the start date of the employee's first NJFLA leave.

When two employees from the same family (e.g., spouses or siblings) request leave at the same time, the Company will allow each employee up to 12 weeks of unpaid leave, as long as the employees are otherwise eligible for leave.

Permissible Uses of NJFLA Leave

Eligible employees may take family leave to provide care for the following reasons:

- **Bonding Leave:** The birth of a child (including a child born according to a valid written agreement between the employee and a gestational carrier) or placement of a child for adoption or foster care with the employee;
- **Family Care Leave:** Serious health condition of a covered family member; or
- **Public Health Emergency Leave:** In the event of a Governor-declared state of emergency or when indicated by a public health official, an epidemic of a communicable disease, a known or suspected

exposure to the communicable disease, or efforts to prevent spread of a communicable disease, that:

- Requires in-home care for or treatment of the employee's child because the child's school or place of care has been closed by order of a public official due to the epidemic or other public health emergency;
- Prompts a public health authority to issue a determination, including a mandatory quarantine order, requiring or imposing responsive or prophylactic measures as a result of illness caused by the communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others; or
- Results in the recommendation of a health care provider or public health authority that a family member who is in need of care by the employee voluntarily self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member would jeopardize the health of others.

A covered "family member" includes:

- A child (meaning a biological, adopted or foster child; a resource family child; a stepchild; a legal ward; or a child of a parent, including a child who becomes the child of a parent according to a valid written agreement between the parent and a gestational carrier);
- A parent (meaning a biological, adoptive or foster parent; a resource family parent; a stepparent; a parent-in-law; a legal guardian; a person who has a parent-child relationship with a child or who has sole or joint legal or physical custody, care, guardianship or visitation with a child; or a person who became the parent of a child according to a valid written agreement with a gestational carrier);
- A sibling;
- A grandparent;
- A grandchild;
- A spouse, a domestic partner or a civil union partner; or
- Any other individual related by blood or marriage to the employee or with whom the employee shows a close association that is the equivalent of a family relationship.

A "serious health condition" means an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility or continuing medical treatment or continuing supervision by a health care provider.

Leave for the birth, adoption or foster care placement of a child must begin within one year after the child's birth, adoption or foster care placement.

When a leave is covered by both the Fed-FMLA and the NJFLA, the leave will simultaneously count as part of the employee's entitlement under both laws. However, a leave granted due to the employee's own serious health condition under the Fed-FMLA is not covered by the NJFLA. As a result, a leave of 12 weeks to care for the employee's own serious health condition under the Fed-FMLA may be followed by an additional 12 weeks of NJFLA leave for the purposes of Bonding Leave, Family Care Leave or Public Health Emergency Leave. This may result in a combined leave period under both laws of up to 24 weeks.

Requesting Leave

Employees requesting leave on a continuous basis must provide at least 30 days' advance notice to the Company before beginning Bonding Leave, unless emergent circumstances warrant shorter notice. Employees taking continuous Family Care Leave or Public Health Emergency Leave must provide notice of the leave in a reasonable and practicable manner. In emergency circumstances, employees must provide as much notice as possible.

When taking Bonding Leave or Family Care Leave on an intermittent or reduced schedule basis, employees must provide the Company with at least 15 days' notice prior to the first day of leave, unless not otherwise practicable. When taking Public Health Emergency Leave on an intermittent or reduced schedule basis, the employee must provide notice as soon as practicable.

Notice must be in writing, except that employees may provide oral notice in emergency situations when written notice is impracticable, as long as they subsequently provide written notice.

Employees must make a reasonable effort to schedule NJFLA leave in a manner that does not unduly disrupt Company operations.

Certification for Leave

A request for NJFLA Bonding Leave or Family Care Leave must be supported by certification issued by a duly licensed or other acceptable health care provider. Where leave is for the birth or placement of a child, the certification need only state the date of birth or placement. If a completed certification is not returned in a timely manner, the leave may be denied. If there is reason to doubt the validity of the certification, the Company may require a second (and in some cases a third) medical opinion at the Company's expense.

A request for NJFLA Public Health Emergency Leave must be supported by the following:

- For leave taken to provide in-home care or treatment of a child due to the closure of the child's school or place of care: the date on which the closure of the school or place of care began and the reason for the closure;
- For leave taken because a public health authority has issued a determination, including a mandatory quarantine order, requiring or imposing responsive or prophylactic measures as a result of illness caused by the communicable disease (or known or suspected exposure to the communicable disease) because the presence in the community of the covered family member in need of care by the employee would jeopardize the health of others: the date of issuance of the determination and the probable duration of the determination; and
- For leave taken to care for a covered family member who, under the recommendation of a health care provider or public health authority, voluntarily self-quarantines as a result of suspected exposure to the communicable disease because the presence in the community of that family member would jeopardize the health of others: the date of the recommendation, the probable duration of the condition and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

Intermittent or Reduced Schedule Leave

Employees can elect to take NJFLA leave on a reduced schedule or intermittent basis. However, reduced schedule or intermittent leave may not last longer than 12 months for any one period of leave.

Employees wanting to take leave intermittently or on a reduced schedule basis must make a reasonable effort to schedule leave so as not to unduly disrupt the Company's operations.

If possible, prior to the commencement of intermittent leave, an employee should provide a regular schedule of the days or days of the week on which intermittent leave will be taken.

Family Care Leave may be taken on a reduced schedule or an intermittent basis only when medically necessary.

The Company may require employees on reduced schedule or intermittent leave to temporarily transfer to an available alternative position for which the employee is qualified and that better accommodates a

recurring period of leave than does the employee's regular position. The alternative position will have pay and benefits equivalent to the employee's regular position.

Compensation and Benefits During Leave

Leaves of absence under this policy are generally without pay. However, some employees may be eligible for temporary disability benefits or paid leave benefits and should consult the Company's Temporary Disability Benefits and Family Leave Insurance policies. In addition, employees who have accrued paid sick leave may use that time during their approved NJFLA leave.

Employees will be permitted to continue employment benefits during the leave at the same level and under the same conditions that coverage would have been provided had the employee continued in employment and not taken leave.

Outside Employment

Employees may not take a new full-time position while on leave. Employees can take a new part-time job as long as it does not exceed half of the employee's regularly scheduled hours worked for the Company. Employees may also continue full-time or part-time employment they had prior to the leave.

Return From Leave

Employees generally will be restored to their original position or to a position with equivalent pay, benefits and other terms and conditions of employment. However, employees have no greater right to continued employment than if they had not taken the leave.

Reinstatement may be denied if, during the leave, the employee's job would have been terminated or the employee would have been laid off for reasons unrelated to the leave.

Retaliation

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

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, penalized or coerced because they request or take leave in accordance with this policy.

Employees should provide their Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. 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.

Domestic or Sexual Violence Victim Leave

Eligible employees who are victims of domestic violence or a sexually violent offense or who have a qualifying family member who is a victim of domestic or sexual violence may take up to 20 days of unpaid leave in the 12-month period following an incident of domestic or sexual violence to:

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

For purposes of this policy, a "family member" is an employee's child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic or civil union partner, any other individual related by blood to the employee or any other individual who has a close association with the employee that is the equivalent of a family relationship.

Employees are eligible for leave under this policy if they have been employed with the Company for at least 12 months and for at least 1,000 base hours during the 12-months immediately preceding the leave.

When the need for leave is foreseeable, employees must provide written notice of the need as far in advance as is reasonable and practical under the circumstances, unless an emergency or other unforeseen circumstance precludes prior notice. Advance notice is not required for emergency situations.

Leave may be taken intermittently in intervals of no less than one day.

Employees may be required to submit documentation verifying the need for leave, such as:

- A domestic violence restraining order or other documentation of equitable relief issued by a court;
- A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;
- Documentation of the conviction of a person for the domestic violence or sexually violent offense;
- Medical documentation of the domestic violence or sexually violent offense;
- Certification from a certified domestic violence specialist or the director of a designated domestic violence agency or rape crisis center confirming that the employee or employee's family member is a victim of domestic violence or a sexually violent offense; or
- Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, clergy member, shelter worker or other professional who has assisted the employee or employee's family member in dealing with the domestic violence or sexually violent offense.

All information provided to the Company concerning a domestic violence or sexually violent incident and leave under this policy will be kept confidential, unless disclosure of this information is authorized in writing by the employee or is required by law.

Employees can choose to use any available sick and safe leave or any available family temporary disability leave benefits during their leave. Any sick and safe leave or family temporary disability leave benefits will run concurrently with the unpaid leave. When applicable, time off under this policy will run concurrently with a leave of absence covered by the federal Family and Medical Leave Act or New Jersey Family Leave Act.

The Company prohibits harassment, discrimination or retaliation against employees because they take or request leave in accordance with this policy or refuse to authorize the release of confidential information.

Military Leave

In addition to the military leave rights set forth in the New Hire Orientation, New Jersey employees who leave full- or part-time employment to perform military service will be reinstated to their previous position, or one of like seniority status and pay, upon return. For purposes of this policy, "military service" means duty by any person in the active military service of the United States and active duty in the military service of the State ordered by the Governor, as well as National Guard active duty ordered by a Governor of any other state.

Employees (other than temporary employees) who leave their job to perform military service generally are eligible for reinstatement if they:

- Receive a duly executed certificate of completion of military service;
- Are still qualified to perform the duties of the position; and
- Apply for reemployment within 90 days after being relieved from service.

If the Company's circumstances have changed, making it impossible or unreasonable to reinstate an employee who left to enter active military service in the Armed Forces of the United States, the Army or Air National Guard of New Jersey or any other state in time of war or emergency, the employee may request to be restored to another available position for which they are able or qualified to perform the duties.

Qualified employees (not in a temporary position) who take a temporary leave of up to three months to participate in assemblies or annual training or to attend any service schooling conducted by the Armed Forces of the United States are eligible for reemployment if they apply for employment within 10 days after completing service. The leave may not exceed three months in any four-year period.

Time off under this policy is without pay. Employees will be considered as having been on furlough or a leave of absence during the leave and will be entitled to participate in insurance or other benefits offered by the Company in accordance with the established rules and practices regarding leaves of absence in effect at the time the employee is ordered to military service or training.

Employees returning from leave under this policy will not be terminated without cause within one year following the date of reemployment.

The Company will not discriminate or retaliate against an employee because the employee takes a leave of absence in accordance with this policy.

Emergency Responder Leave

Employees who serve as volunteer emergency responders may arrive late to work, or be absent from work, in order to respond to a fire or emergency call or to serve as a volunteer emergency responder during a declared state of emergency, provided they have complied with the Company's notice requirements set forth below.

For purposes of this policy, "volunteer emergency responder" means an active member in good standing of a volunteer fire company; a volunteer member of a first aid, rescue or ambulance squad; or a member of a county or municipal volunteer Office of Emergency Management (as long as the member's official duties include responding to a fire or emergency call).

Employees are required to provide notice at least one hour before they are scheduled to report to work, and upon returning to work must provide a copy of the incident report and a certification by the incident commander or other official or officer in charge.

Time off under this policy will be without pay. Additionally, employees will be allowed to use any available sick and safe leave.

The Company may deny requests for leave under this policy for certain employees that are essential to Company operations.

Paid Sick Leave

The Company provides eligible employees with paid sick leave pursuant to the New Jersey Earned Sick Leave Law (ESLL).

Eligibility

All employees working in New Jersey 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 ESLL, 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 purposes of this policy, the benefit year is an anniversary year based on the employee's hire date.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek. Nonexempt 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 120th calendar day of employment with the Company. After that, employees may use sick leave immediately when granted.

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.

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: diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury or other adverse health condition; or preventive medical care.
- A family member's: diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury or other adverse health condition; or preventive medical care.
- The employee or their family member is a victim of domestic or sexual violence (including stalking, sexual assault or any sexually violent offense) and needs to obtain:
 - Medical attention;
 - Services from a designated domestic violence agency or other victim services organization;
 - Psychological or other counseling;
 - Relocation; or
 - Legal services, including obtaining a restraining order or preparing for or participating in a civil or criminal legal proceeding related to the domestic or sexual violence.
- To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher or other professional staff member responsible for the child's education.
- To attend a meeting regarding a child's care in connection with the child's health or disability.
- The employee is unable to work because:
 - The employee's workplace or the employee's child's school or place of care is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 - The Governor has declared a state of emergency or a health care provider, the Commissioner of Health or another public health authority has issued a determination that the presence in the community of the employee or the employee's family member in need of care by the employee would jeopardize the health of others; or
 - During a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and has a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others.

For purposes of this policy, "family member" means:

- The employee's:
 - Spouse (including a civil union partner or domestic partner);
 - Child (including a biological child, adopted child, stepchild, foster child, legal ward or a child of a domestic partner or civil union partner);
 - Parent (including a biological parent, adoptive parent, foster parent, stepparent, or legal guardian of an employee or the employee's spouse, civil union partner, or domestic partner, or a person who stood *in loco parentis* of the employee or the employee's spouse, domestic or civil union partner when the employee, spouse, or partner was a minor child);
 - Sibling (including a biological, foster, or adopted sibling, or the sibling of a spouse, domestic partner or civil union partner);
 - Grandchild;
 - Grandparent (including a grandparent's spouse, domestic partner or civil union partner); or
- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

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 seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. Employees must also make a reasonable 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 before they use sick leave, or otherwise 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.

The employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses sick leave for three or more consecutive 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 or sexual violence); and/or other verification as permitted by applicable law. The Company will keep confidential any documentation or verification information 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 ESLL; 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 six months of employment ending, the employee's previously unused sick leave balance will be reinstated and made available for use in accordance with the ESLL.

No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the ESLL, the Company will not count employees' use of paid sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid 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 paid sick 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 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.

Discussion of Wages

Employees are permitted to inquire about, disclose, compare or otherwise discuss their wages or the wages of another employee or former employee. The Company will not terminate, discipline, coerce or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or otherwise discuss the wages of another employee.

Family Leave Insurance

New Jersey Family Leave Insurance (NJ FLI) is a state-run paid family leave program administered by the New Jersey Department of Labor and Workforce Development's Temporary Disability Insurance Division (Department) that provides partial wage replacement to eligible employees who are unable to work for certain qualifying reasons. The amount of NJ FLI available to employees is calculated on a "benefit year" basis, which is defined as the period of 12 consecutive months beginning on the first day of NJ FLI benefits.

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

Eligibility

New Jersey-based employees who meet the length of service and financial eligibility requirements established by the Department are eligible for NJ FLI.

Reasons for and Duration of Benefits

Employees may be eligible for up to 12 weeks of NJ FLI benefits:

- To care for a family member with a serious health condition as certified by a health care provider, including illness, injury or pregnancy/childbirth ("family caregiver").
- To bond with and care for an employee's child during the first 12 months after birth (including through a valid written agreement with a gestational carrier), adoption or foster care placement ("new child bonding").

- To provide in-home care or treatment to a family member who is in isolation or quarantine because of exposure or suspected exposure to a communicable disease during a covered public health emergency, as certified by an appropriate health authority ("quarantine period").
- To handle certain matters related to a covered incident of domestic violence or a sexually violent offense other than absences for a disability caused by such an offense (which are covered under New Jersey Temporary Disability Insurance) ("safe leave").

For purposes of NJ FLI, a "family member" means:

- The employee's:
 - Spouse,
 - Domestic partner or partner in a civil union,
 - Child,
 - Parent (including a parent-in-law),
 - Sibling,
 - Grandchild, or
 - Grandparent;
- Any other individual related by blood or marriage to the employee; or
- Any other individual whose close association with the employee is the equivalent of a family relationship.

Employees may use NJ FLI benefits for more than one qualifying reason in a benefit year, provided an employee does not take more than 12 weeks of NJ FLI per benefit year.

Employees may use NJ FLI benefits on an intermittent basis (i.e., taking leave in blocks of time rather than a single, continuous period).

Providing Notice to the Company Before NJ FLI

As noted above, NJ FLI is a state-provided partial wage replacement benefit, not a protected leave of absence. Employees must obtain approval for a NJ FLI qualifying leave of absence by contacting their Client Supervisor and VanderHouwen Human Resources and complying with applicable eligibility, notice and certification requirements, in accordance with Company policy or applicable law.

Unless an emergency or other unforeseen circumstances make advance notice impossible, employees must give advance notice as follows:

- Continuous new child bonding: 30 days' advance notice
- Continuous family caregiver, quarantine period or leave: advance notice in a reasonable and practicable manner
- Intermittent new child bonding and family caregiver: 15 days' advance notice
- Intermittent quarantine period or safe leave: advance notice in a reasonable and practicable manner

For intermittent NJ FLI benefits for new child bonding, employees must:

- Work with the Company to schedule the absences in a manner that does not unduly burden the Company; and
- If possible, provide a regular schedule of the day(s) of the week on which the employee will use NJ FLI benefits.

Employees should provide written notice to their Client Supervisor and VanderHouwen Human Resources. When providing notice, employees should specify the anticipated starting date of the NJ FLI benefits, the anticipated length of the NJ FLI benefits and the expected date of return.

The Company will keep any information provided in connection with NJ FLI benefits confidential, to the extent possible and in accordance with applicable law.

Failure to provide the Company with adequate notice before leave may result in denial of up to two weeks' worth of an employee's NJ FLI benefits by the Department.

Applying for NJ FLI Benefits With the Department

Employees must apply for NJ FLI benefits through the Department's online system or by using the Department's forms available at www.nj.gov/labor/myleavebenefits/worker/tdi/.

In order to avoid delays in approvals and/or payments, applications should be submitted to the Department as soon as possible, as early as 60 days prior to the anticipated start date of NJ FLI benefits.

Applications must be submitted no later than 30 days after the first day of leave.

Wage Replacement Benefits

NJ FLI wage replacement benefits are determined and administered by the Department, 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. Employees are limited to receiving 12 times the weekly benefit amount.

There is no unpaid waiting period before NJ FLI benefits are payable.

Use of Company-Provided Sick Leave During NJ FLI

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

Employees may also use sick leave to supplement or "top off" NJ FLI benefits to receive their weekly wages during some or all of the NJ FLI leave period.

If an employee uses sick leave and receives NJ FLI wage replacement benefits for the same hours, the sick leave may be considered an overpayment. The Company and/or the Department may seek to recoup any overpayments made.

Coordination With Leaves and Other Benefits

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

In any week in which an employee receives benefits under federal or state unemployment, disability or workers' compensation laws, the employee may be disqualified from receiving NJ FLI wage replacement benefits.

Protected Rights

The Company will not terminate, threaten or otherwise discriminate or retaliate against an employee, or refuse to restore an employee following a period of leave, because the employee requested or took NJ FLI benefits. However, nothing in this policy affords employees any greater right to reinstatement than is available under the New Jersey Family Leave Act.

Consequences of the Misuse of NJ FLI

Employees who fraudulently obtain NJ FLI benefits will be required to repay benefits and will be assessed a penalty.

Additional Information

Employees should contact their Client Supervisor or VanderHouwen Human Resources with questions regarding NJ FLI benefits. For more information on NJ FLI, see the [NJ FLI Handout](#) and the [NJ TDI/FLI New Parent Handout](#).

Temporary Disability Insurance

New Jersey Temporary Disability Insurance (NJ TDI) is a state-run disability insurance program administered by the New Jersey Department of Labor and Workforce Development's Temporary Disability Insurance Division (Division) that provides partial wage replacement to eligible employees who are unable to work when they are temporarily disabled by a non-work-related injury or illness.

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

Eligibility

New Jersey-based employees who meet the length of service and financial eligibility requirements established by the Division are eligible for NJ TDI.

Reasons for and Duration of Benefits

Employees may be eligible for up to 26 weeks of NJ TDI benefits:

- To attend to their own physical or mental health condition as certified by a health care provider, including illness, injury, pregnancy/childbirth, or organ or bone marrow donation; or
- To isolate or quarantine because of exposure or suspected exposure to a communicable disease during a covered public health emergency, as certified by an appropriate health authority ("quarantine period").

Providing Notice to the Company Before NJ TDI

As noted above, NJ TDI is a state-provided partial wage replacement benefit, not a protected leave of absence, except for organ or bone marrow donation, as detailed below. Employees are required to obtain approval for a leave of absence by contacting VanderHouwen Human Resources and their Client Supervisor and must comply with applicable eligibility, notice, and certification requirements when required by Company policy or applicable law.

Employees should also provide advance notice to the Company before filing for NJ TDI benefits. Notice should be provided by emailing their Client Supervisor and VanderHouwen Human Resources at HR@VanderHouwen.com. When providing notice, employees should specify the anticipated starting date of the NJ TDI benefits, the anticipated length of the NJ TDI benefits, and the expected date of return.

The Company will keep any information provided in connection with NJ TDI benefits confidential, to the extent possible and in accordance with applicable law.

Applying for NJ TDI Benefits with the Division

Employees must apply for NJ TDI benefits through the Division's online system or by using the Division's forms available at www.nj.gov/labor/myleavebenefits/worker/tidi/.

In order to avoid delays in approvals and/or payments, applications should be submitted to the Division as soon as possible, as early as 60 days prior to the anticipated start date of NJ TDI benefits.

Applications must be submitted no later than 30 days after the disability period begins.

Wage Replacement Benefits

NJ TDI wage replacement benefits are determined and administered by the Division, 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. Employees are limited to receiving one-third of their total covered wages in a year, or 26 times the weekly benefit amount, whichever is less.

There is an unpaid waiting period of seven calendar days before benefits are payable for NJ TDI related to an employee's own physical or mental health condition as certified by a health care provider, including illness, injury, or pregnancy/childbirth. Benefits for the waiting period are retroactively payable to the first day of disability if TDI benefits continue for a total of 22 days or more. The unpaid waiting period does not apply to NJ TDI benefits used for organ or bone marrow donation or a quarantine period.

Use of Sick Leave During NJ TDI

Employees may choose, but will not be required, to use accrued and available paid sick leave during any unpaid waiting period before NJ TDI benefits are payable.

If an employee uses sick leave and receives NJ TDI wage replacement benefits for the same hours, the sick leave may be considered an overpayment. The Company and/or the Division may seek to recoup any overpayments made.

Coordination With Leaves and Other Benefits

NJ TDI benefits 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.

The combined pay between NJ TDI and any Company-provided disability plan or paid medical leave program cannot exceed the employee's weekly wages. All wage replacement benefits will be fully integrated to avoid duplication of benefits.

In any week in which an employee receives benefits under federal or state unemployment, disability, or workers' compensation laws, the employee may be disqualified from receiving NJ TDI wage replacement benefits.

Protected Rights

The Company will not discharge, threaten or otherwise discriminate or retaliate against an employee or refuse to restore the employee following a period of leave because the employee requested or took NJ TDI benefits.

Return to Work After NJ TDI for Organ or Bone Marrow Donation

Employees who receive NJ TDI benefits as a result of donating any organ or bone marrow will be restored at the end of the period of disability to their original job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment as they had on the day their benefits began. However, an employee has no greater right to reinstatement than if they had not been absent for the purpose of organ or bone marrow donation.

Consequences of the Misuse of NJ TDI

Employees who fraudulently obtain NJ TDI benefits will be required to repay benefits and will be assessed a penalty.

Additional Information

Employees should contact VanderHouwen Human Resources with questions regarding NJ TDI benefits. For more information on NJ TDI, see the [NJ TDI Handout](#) or the [NJ TDI/FLI New Parent Handout](#).

Reinstatement Following Bone Marrow and Organ Donation

Employees who experience a period of disability that is the result of donating any organ or bone marrow, and that is a compensable disability under New Jersey's Temporary Disability Benefits Law, will be restored at the end of the period of disability to their original job or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment. However, an employee has no greater right to reinstatement than if they had not been absent for the purpose of organ or bone marrow donation.

For example, if an employee who was absent from work for a disability resulting from organ or bone marrow donation would have been laid off had they not been absent, or if the employee's job is eliminated during the period of disability and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

Smoke-Free Workplace

The Company prohibits smoking, including the use of electronic smoking devices, in the workplace and within a distance from outside entrances where smoke could enter the building. Employees wishing to smoke must do so outside company facilities, away from entrances, 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. Employees will not be disciplined or retaliated against for reporting smoking that violates New Jersey law or this policy.

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

Cell Phone Use/Texting While Driving

As set forth in the New Hire Orientation, 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 talking, text messaging or sending an electronic message on a wireless telephone or electronic communication device without a hands-free function while driving is a violation of New Jersey law, in addition to being a violation of Company policy.



The New Jersey Family Leave Act (NJFLA)
entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs

Employers generally must provide NJFLA leave if

- ▶ The EMPLOYER has at least 30 employees worldwide OR is a government entity, regardless of size;
- ▶ The EMPLOYEE has worked for that employer for at least 1 year, AND has worked at least 1,000 hours in the past 12 months; and
- ▶ The LEAVE is being taken to:
 - ▶ Care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care;
 - ▶ Care for a family member, or someone who is the equivalent of family, who has a serious health condition, or who has been isolated or quarantined because of suspected exposure to a communicable disease (including COVID-19) during a state of emergency; or
 - ▶ Provide required care or treatment for a child during a state of emergency if their school or place of care is closed due to an epidemic of a communicable disease (including COVID-19) or other public health emergency.

Note that the NJ Family Leave Act does not provide leave for the employee's own health condition.

Certain employees may be eligible for additional leave under the federal Family and Medical Leave Act.

Remedies may include money damages, an order to stop violating the Act, adoption of new policies and procedures, attorney's fees, and more.

To get more information or file a complaint, contact the **Division on Civil Rights**

 **1-833-NJDCR4U** | **NJCivilRights.gov**
711 (Relay Service) | #CivilRightsNJ

  **DIVISION ON CIVIL RIGHTS**
@CivilRightsNJ #CivilRightsNJ #StopTheHate

No one can retaliate against you for attempting to take or taking NJFLA leave, reporting NJFLA violations, or exercising other rights under the NJFLA

All entities subject to the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., shall display this official poster in places easily visible to all employees and applicants for employment.

Receipt of New Jersey Addendum

This acknowledges I have received a copy of the VanderHouwen & Associates, Inc. (referred to throughout this Addendum as VanderHouwen or the Company) New Jersey 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, 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: _____