New York Contractor Addendum

Effective November 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 York law, which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace and their employees, based on race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes or lactation needs, and transgender status), gender identity (actual or perceived) or expression, familial status, national origin or ethnicity/ancestry, citizenship or immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence. The Company will not tolerate discrimination or harassment based upon an individual's membership in one or more of these protected categories, known relationship or association with a member of one or more of these protected categories, or any other characteristic protected by applicable federal, state, or local law.

Political Opinions

The Company will not tolerate intimidation, threats, or impeding the voting activities of employees to influence them to vote or refrain from voting for a particular candidate or proposition. Additionally, the Company will not threaten or attempt to influence the political opinions of its employees by placing any political material within an employee's pay envelope.

Pregnancy Accommodation

Employees and applicants for employment may request reasonable accommodation for pregnancy-related conditions, including, but not limited to, lactation. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques but does not prevent the employee from performing job functions in a reasonable manner, with or without a reasonable accommodation. Reasonable accommodation may include but are not limited to: providing an accessible worksite; acquiring or modifying equipment; job restructuring and modifying work schedules.

The Company will provide reasonable accommodation that would enable the employee or applicant to perform their job functions in a reasonable manner, unless the accommodation would impose an undue hardship on the Company's business operations.

Employees may be required to provide medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for the Company's consideration of reasonable accommodation. Such medical information will be kept confidential.

Employees or applicants for employment who have questions about this policy or who wish to request reasonable accommodation under this policy should contact VanderHouwen Human Resources and their Client Supervisor. Employees who need reasonable break time to express breast milk for their child should consult the Company's Lactation Accommodation policy and discuss those arrangements with VanderHouwen Human Resources and their Client Supervisor.

Anti-Discrimination and Anti-Harassment

VanderHouwen is committed to providing a work environment that is free of unlawful discrimination and harassment, including sexual harassment. The Company strictly prohibits discrimination and harassment by or against any individuals involved in company operations, including employees (regardless of position), applicants, interns (paid or unpaid), vendors, contractors, sub-contractors, consultants, customers, clients and any other third party involved in company operations based on race (including traits historically associated with race, such as hair texture and protective hair styles), color, religion, creed, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, reproductive healthcare and autonomy or lactation needs), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence or any other legally protected class in accordance with federal, state, and local laws and regulations ("protected category"), including an individual's known relationship or association with a member or members of a protected category.

This policy applies to conduct by any individuals involved in the Company's operations and this policy specifically prohibits conduct that creates or contributes to a hostile or offensive working environment for any other person involved in the Company's operations.

If such discrimination or harassment occurs, the reporting and complaint procedure in this policy should be followed.

The Company prohibits unlawful discrimination, harassment, sexual harassment and retaliation, as well as such conduct that does not rise to the level of being unlawful. This policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that the Company deems unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment, sexual harassment or retaliation.

Sexual Harassment Defined

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes unwelcome or unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment;
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if the individual making the report is not the intended target of such conduct.

Under New York law, sexual harassment can also include harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and transgender status. Discrimination based on sex stereotypes, gender expression, and perceived identity can all be forms of sexual harassment. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances, propositions, and/or pressure for sexual activity (including repeated and unwelcome requests for dates or romantic gestures and gift-giving);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering; making sexual gestures; displaying of pornographic, sexually suggestive or sexually discriminatory images, objects, pictures, memes, videos, cartoons, graffiti, backgrounds, posters or websites on computers, emails, cell phones, electronic or physical bulletin boards, etc. (this extends to virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual or video meeting);
- Verbal or written conduct: making or using sexist remarks or derogatory or sexually discriminatory comments, innuendos, epithets, slurs, sexually explicit jokes, whistling, suggestive or insulting sounds, lewd or sexual comments about an individual's appearance, body, dress, sexuality or sexual experience; verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading or sexually discriminatory commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, internal instant messages, and tweets or other social media postings;
- Physical conduct: unwelcome or inappropriate touching, physical violence, intimidation, assault or impeding or blocking normal movements;
- Sex stereotyping, which includes evaluating someone's conduct or personality traits against other people's ideas or perceptions about how individuals of a particular sex or gender should act or look, and includes, but is not limited to, remarks or comments regarding an employee's gender expression or requesting that employees take on traditionally gendered roles;
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, gender expression or transgender status, such as:
    a. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    b. Sabotaging an individual's work;
    c. Bullying, yelling, name-calling;
    d. Intentional misuse of an individual's preferred pronouns;
    e. Creating different expectations for individuals based on their perceived identities, such as dress codes that place more emphasis on women's attire.
- Retaliation for making reports or threatening to report sexual harassment.

Sexual harassment can occur regardless of the sex or gender of the person committing it or the person exposed to it.

Not intending to discriminate or harass is not a defense. The impact of the discriminatory or harassing behavior on another person is what matters. Whether conduct is considered discrimination or harassment is viewed from the standpoint of the person who feels discriminated against or harassed, not the person whose conduct is at issue.

Other Types of "Discrimination or Harassment" Defined

Discrimination or harassment on the basis of any legally protected status is prohibited, including discrimination or harassment based on race (including traits historically associated with race, such as hair texture and protective hair styles), creed, color, religion, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, reproductive healthcare and autonomy or lactation needs), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military

status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence, or any other legally protected class in accordance with federal, state, and local laws and regulations, including an individual's known relationship or association with a member or members of a protected category.

Prohibited discrimination or harassment may include behavior similar to the illustrations above pertaining to sexual harassment, and includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, e-mails, text messages, or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Bystander Observation and Intervention

Individuals who observe conduct that may violate this policy are encouraged, but are not required, to take reasonable action to intervene. Methods to intervene may include interrupting the conduct, redirecting the situation to appropriate conduct, checking in with the person at whom the conduct was directed, alerting a Client Supervisor to the situation, and making a report under this policy. Physical confrontation, violence, or assault is not an appropriate method of intervention. The intervening person must act in accordance with the Company's policies.

Protection Against Retaliation

Retaliation is prohibited against any person covered by this policy who, in good faith:

- Makes a complaint of discrimination or harassment, either internally or with a government agency, using the complaint procedures described below;
- Objects to, opposes or speaks out against discrimination or harassment;
- Participates in a discrimination or harassment investigation;
- Encourages another person to report discrimination or harassment; or
- Files, testifies, assists, or participates in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to:

- Termination, demotion, suspension, failure to hire or consider for hire;
- Failure to give equal consideration in making employment decisions;
- Failure to make employment recommendations impartially;
- Public release of personnel files;
- Adversely affecting working conditions or otherwise denying any employment benefit.

Retaliation is unlawful and a form of misconduct that will result in disciplinary action, up to and including termination of employment. Individuals who believe they or any other individual have been subjected to retaliation should report this concern using the complaint procedure set forth below.

Complaint Procedure

Individuals who believe that they or another individual have been subjected to discrimination or harassment, should as soon as possible, report it to their Client Supervisor and/or VanderHouwen Human Resources

by emailing HR@vanderhouwen.com. If an employee alleges that their Client Supervisor or any another manager has engaged in harassing conduct or conduct that is otherwise believed to violate this policy, the employee must report the alleged conduct to VanderHouwen Human Resources - reporting directly to the offending Client Supervisor is not sufficient. Employees are not required to make the report to their Client Supervisor, manager or person who has engaged in the complaint of conduct. Reports of discrimination or harassment can be made verbally or in writing. To submit a complaint in writing, individuals can use the complaint form attached at the end of this addendum but are not required to do so.

After a report is received or the Company otherwise becomes aware of a possible violation of this policy, a fair, timely, thorough, and objective investigation will be started and completed as soon as possible and will reach reasonable conclusions based on the information collected. The Company will maintain confidentiality surrounding the investigation to the extent possible, consistent with a thorough and objective investigation and to the extent permitted or required under applicable law. Both the person(s) raising the complaint and the person(s) about whom the complaint was made will be permitted to provide information that may be relevant to the investigation. The Company also will gather information and documentation and speak with witnesses, as applicable.

Once the investigation is completed and a determination is made, the complaining party will be advised that the investigation has been completed and may be informed of the resolution. The individual about whom the complaint was made will be informed of the outcome and, if the Company determines that this policy has been violated, will be subject to disciplinary action. The Company expects all employees to fully cooperate with any Company investigation into a complaint of discrimination or harassment.

Supervisory Responsibilities

All Client Supervisors who receive a complaint or information about suspected discrimination or harassment (including sexual harassment), witness behavior that may violate this policy or for any other reason suspect that discrimination or harassment prohibited by this policy is occurring, are required to report such suspected conduct to VanderHouwen Human Resources.

In addition to being subject to discipline for engaging in discriminatory or harassing conduct themselves, Client Supervisors will be subject to discipline, up to and including termination of employment, for failing to report suspected discrimination or harassment or otherwise knowingly allowing such conduct to continue. Client Supervisors will also be subject to discipline for engaging in prohibited retaliation.

Client Supervisors must ensure the workplace is safe, supportive, and free from retaliation against those who raise complaints or act as witnesses both during and after any investigation.

Discipline

If the Company determines that this policy has been violated, including in the event that a Client Supervisor knowingly allows the policy to be violated without reporting it, prompt remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

Good Faith Reporting

The initiation of a good faith complaint of discrimination, harassment and/or retaliation will not be grounds for disciplinary or other retaliatory action, even if the allegations cannot be substantiated or the employee was mistaken about aspects of the complaint. Any individual who makes a complaint that is determined to be intentionally false may be subject to discipline, up to and including termination of employment.

Other Information

Sexual harassment, as well as other types of discrimination and harassment, are illegal under the New York State Human Rights Law, Title VII of the federal Civil Rights Act of 1964, and some local laws. Employees may file a complaint with the federal Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights, another enforcement agency (if applicable) or in certain courts of law. Agencies accept and investigate charges of discrimination and harassment, including sexual harassment. Please note that there may be deadlines applicable to filing complaints with government agencies or seeking redress in a court of law. The EEOC has district, area and regional offices and may be contacted by visiting www.eeoc.gov, emailing info@eeoc.gov or by telephone at 1-800-669-4000 (TTY 1-800-669-6820). The New York State Division of Human Rights may be contacted by visiting www.dhr.ny.gov, by telephone at 718-741-8400, or by mail to One Fordham Plaza, Fourth Floor, Bronx, New York 10458. The New York State Division of Human Rights also maintains a toll-free hotline that provides counseling and accepts complaints regarding workplace sexual harassment. This hotline can be reached at 1-800-427-2773.

Employees subjected to unlawful discrimination or harassment may be entitled to certain remedies, including monetary damages, civil penalties, and injunctive relief (such as an order that certain action be taken or certain behavior stop). Individuals can also contact the town, city, or county in which they live or work to find out whether other local agencies may be able to receive complaints. Additional information, including the physical location of agency offices and the rules and requirements for filing complaints, can also be found at the respective agency websites. If an employee believes they have been the victim of a crime, they may contact their local police department.

Workplace Conduct

Whistleblower Protections

Employees have the right to complain to a Client Supervisor or public body about workplace activities, policies or practices that they reasonably believe violate any law, rule, regulation, executive order or any judicial or administrative decision, ruling, or order or that create and present a substantial and specific danger to the public health or safety.

In addition, employees have the right to provide information to or testify before any public body conducting an investigation, hearing or inquiry into any such activity, policy or practice by the Company and the right to object to or refuse to participate in any such activity, policy or practice.

When a disclosure is made to a public body, the protection against retaliation does not apply unless the complaining party has made a good faith effort to notify the Company beforehand so that the Company has a reasonable opportunity to investigate and, if applicable, remedy the concern. However, this notification requirement does not apply if:

- There is an imminent and serious danger to the public health or safety;
- The individual reasonably believes that reporting to a Client Supervisor would result in the destruction of evidence or other concealment of the activity, policy or practice;
- Such activity, policy or practice could reasonably be expected to lead to endangering the welfare of a minor;
- The individual reasonably believes that reporting to a Client Supervisor would result in physical harm to the individual or any other person; or
- The individual reasonably believes that a Client Supervisor is already aware of the activity, policy or practice and will not correct such activity, policy or practice.

The Company will not terminate, suspend, demote, take any other adverse employment action or otherwise retaliate against an individual who lawfully exercises their whistleblower rights in accordance with this policy or applicable law.

Employees may contact VanderHouwen Human Resources with any complaints or questions regarding this policy.

Reproductive Health Decisions

The Company will not discriminate or retaliate against an employee because of the employee's, or a dependent of the employee's, reproductive health decision-making, including the use of particular drugs, devices or medical services. The Company also will not, without prior informed written consent, access personal information regarding the reproductive health decision-making of employees or their dependents, and will not require an employee to sign any document or waiver denying that employee the right to make their own reproductive health decisions.

Employees subjected to unlawful discrimination or retaliation on the basis of reproductive health decision-making can bring an action in court and may be entitled to certain remedies, including monetary and injunctive relief.

Employees who feel they have been subjected to discrimination or retaliation on the basis of their reproductive health decision-making, or that of a dependent, or to any other violation of this policy, should contact their VanderHouwen Human Resources.

Jury Duty Leave

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

Leave under this policy will be paid, except that employees will be paid up to $72.00 of their pay for the first three days of jury duty. Please reach out to HR@vanderhouwen.com regarding how to report your time.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections.

The Company provides employees who are registered voters with up to two hours of paid time off to vote, if they do not have sufficient time outside of their scheduled working hours in which to vote. Additional time off will be without pay. Four consecutive hours either between the opening of the polls and the start of the employee's work shift or between the end of the employee's work shift and the closing of the polls will be considered sufficient time outside of work to vote.

Time off to vote will be provided only at the beginning or end of the employee's shift, unless the Company and the employee mutually agree to different timing. Employees intending to take leave to vote must inform their Client Supervisor and VanderHouwen Human Resources at least two, but not more than 10, working

days prior to Election Day. The employee's Client Supervisor will designate when the leave should be taken (e.g., at the beginning or end of the shift).

Proof of having voted may be required by VanderHouwen Human Resources.

Emergency Responder Leave

Eligible employees will be allowed time off from work to perform duties as a volunteer firefighter or member of a volunteer ambulance service during a declared state of emergency, unless providing the leave would impose an undue hardship on the company's business operations.

To be eligible for leave under this policy, employees must have previously provided the Company with written documentation from the volunteer fire department or ambulance service notifying the Company of the employee's status as a volunteer firefighter or volunteer ambulance service member and the employee's volunteer duties must be related to the declared emergency.

Leave under this policy will be unpaid for employees, except that employees may elect to use any other applicable paid leave to which they are entitled.

The Company may request certification of the need for leave in the form of a notarized statement from the head of the fire department or ambulance service setting for the time period that the employee's volunteer services were required.

Adoption Leave

Employees who are adoptive parents will be permitted to take leave under the same terms as leave provided to biological parents for the adoption of a child upon the start of the parent-child relationship. Leave will only be granted to employees who adopt children of preschool age or younger, or who adopt children under the age of 18 who are considered "hard to place" or handicapped under New York law.

For further information or to request leave under this policy, contact their VanderHouwen Human Resources.

Military Leave

In addition to the military leave rights set forth in the New Hire Orientation, regular full-time and part-time employees will be granted time off from work for military training and military service in accordance with New York law. For purposes of this policy, "military service" is defined to include active duty in the military service of the state pursuant to an order of the governor or state active duty by members of the national guard who are activated by a call of the governor of New York or any other state.

Employees returning from military service or training will be reinstated to the same position, or to a position of like seniority, status and pay, unless the Company's circumstances have changed such that it is impossible or unreasonable to do so. To be eligible for reinstatement, employees must:

- Receive a certificate of completion duly executed by an officer of the applicable force or militia;
- Be qualified to perform their former job duties; and
- Apply for reemployment within 90 days of discharge from duty, except that employees returning from training or school must reapply within 10 days and employees returning from initial full-time training duty or initial active-duty training with or in the United States Armed Forces must apply for reemployment within 60 days of the end of such training.

Any employee who is reinstated to their previous position after military service or training will not be terminated without cause in the year following reinstatement.

Military Spouse Leave

Employees who work an average of 20 or more hours per week, who are the spouse of a member of the United States armed forces, national guard, or reserves who has been deployed during a period of military conflict (to a combat zone of operations or a combat theater) may be allowed up to 10 days of unpaid leave to use when their spouse is on leave. Employees who seek leave under this policy may be required to provide documentation to support their request.

For purposes of this policy, "period of military conflict" means a period of war declared by the United States Congress, or in which a member of a reserve component of the armed forces is ordered to active duty.

The Company will not retaliate or tolerate retaliation or harassment against employees for requesting or taking military spouse leave.

Blood Donor Leave

Employees who work an average of 20 or more hours per week will be granted an unpaid leave of absence if they seek to donate blood. Eligible employees will be granted up to three hours of leave per calendar year to donate blood off-site or will be provided with an opportunity to donate blood on-site during work hours (such as through a blood drive) at a convenient time and place. Time spent donating blood on-site will be paid. Time spent donating blood off-site will be unpaid for employees.

Except in emergencies, employees who seek leave under this policy must give reasonable notice to their Client Supervisor and VanderHouwen Human Resources of at least three working days prior to taking leave for blood donation off-premises and two working days for on-site and other alternative blood donation drives. Employees must also provide documentation to VanderHouwen Human Resources immediately after such leave is taken.

The Company will not retaliate or tolerate retaliation against an employee for requesting or taking blood donor leave.

Bone Marrow Donor Leave

Employees who work an average of 20 or more hours per week will be granted a leave of absence if they seek to undergo a medical procedure to donate bone marrow. The total length of the leave for each employee will be determined by a physician, but may not be longer than 24 work hours without VanderHouwen Human Resources approval. An employee who seeks leave under this policy must provide verification to VanderHouwen Human Resources from a physician of the purpose and length of the leave. Leave under this policy will be unpaid.

The Company will not retaliate or tolerate retaliation against an employee for requesting or taking bone marrow donor leave.

Crime Victim Leave

Eligible employees may take time off from work to comply with a subpoena to (1) testify in a criminal proceeding (including time off to consult with the district attorney); (2) give a statement at a sentencing proceeding; (3) give a victim impact statement at a pre-sentencing proceeding; or (4) give a statement at a parole board hearing.

Time off under this policy is unpaid.

Leave Eligibility

Employees are eligible for time off under this policy if they are:

- The victim of the crime at issue in the proceedings;
- The victim's next of kin;
- The victim's representative (a person who represents or stands in the place of another person, including an agent, attorney, guardian, conservator, executor, heir or parent of a minor) if the victim is deceased as a result of the offense;
- A good Samaritan (someone who acts in good faith to: (1) apprehend a person who has committed a crime in their presence; (2) prevent a crime or an attempted crime from occurring: or (3) aid a law enforcement officer in effecting an arrest); or
- Pursuing an application or the enforcement of an order of protection as provided under relevant law.

Notice and Certification

Employees must notify their Client Supervisor and VanderHouwen Human Resources of the need to take a leave under this policy no later than the day before the absence. In addition, employees must provide VanderHouwen Human Resources with verification of their service upon request.

No Retaliation

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

Meal Breaks

Employees working at least a six-hour workday, which extends over the noon meal break (11 a.m. to 2 p.m.), are entitled to a 30-minute meal break to be taken between 11 a.m. and 2 p.m. Employees who start their workday before 11 a.m. and continue after 7 p.m. are entitled to a 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m.

Employees who work more than six hours in their workday starting between the hours of 1 p.m. and 6 a.m. are entitled to a meal break of at least 45 minutes in the middle of their workday.

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

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

Lactation Accommodation

The Company provides paid break time for an employee to express breast milk for their nursing child for up to three years following the birth of the child, each time the employee has a reasonable need to express milk. Specifically, employees will be provided up to 30 minutes of paid break time to express milk at a time. Employees may take lactation breaks of less than 30 minutes if they choose.

Employees who need more than 30 minutes for a lactation break may use existing paid break time, use scheduled meal periods, or may otherwise receive additional unpaid lactation break time under applicable law for a lactation break that may exceed 30 minutes. Employees are prohibited from performing any work

while on a lactation break, including, but not limited to, checking their work e-mail**,** or engaging in work phone or video calls on a mobile device.

Employees must provide reasonable, advance written notice to the Company that they intend to take breaks for expressing milk upon returning to work following the birth of the child. Employees should work with their Client Supervisor regarding scheduling of lactation breaks. Nursing parents should specifically provide an estimate of how many lactation breaks will be needed, and if possible, how long the breaks may be and when those breaks may be needed. Where additional lactation breaks are required, or the break schedule needs to be modified from time to time, employees should work with their Client Supervisor regarding scheduling.

Lactation Room

Employees have the right to request a lactation room for purposes of expressing milk. Employees should reach out to their Client Supervisor to get information on a lactation room or location. The lactation room will be a well-lit, sanitary place, other than a restroom or toilet stall, that is shielded from view, free from intrusion and in reasonable proximity to the employee's work area. The lactation room will include a chair, a working surface area on which to place a breast pump and other personal items, nearby access to running water. Please note that the C**lient** is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee must store all expressed milk in closed containers, regardless of the method of storage, and should remove such milk at the end of the workday.

To request use of a lactation room, employees should contact their Client Supervisor. The Client will respond to the employee's request within a reasonable amount of time, not to exceed five business days. Employees should contact their Client Supervisor or VanderHouwen Human Resources with any follow-up inquiries or concerns related to lactation room scheduling conflict.

If providing the requested lactation room will place an undue hardship on the C**lient**'s operations, the C**lient** will engage in an interactive process with reasonable efforts to provide a room or location other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express milk in private.

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

Pursuant to New York State requirements, attached at the end of this addendum is a Policy on the Rights of Employees to Express Breast Milk in the Workplace that further explains your rights under New York State law.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing their wages or the wages of another employee, if voluntarily disclosed by that employee. Employees are not required to disclose their wages to anyone.

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.

Temporary Disability Benefits

New York's Temporary Disability Benefits (NY TDB) law establishes a state-mandated disability benefit program that provides partial wage replacement to eligible employees who are unable to work due to a non-work-related injury or illness. Benefits under this program are insured through Mutual of Omaha Insurance Company. Administration of leave and claims processing is performed on behalf of the Company by Maxon Administrators, which is responsible for determining employees' benefit year and calculating the amount of benefits payable in accordance with applicable law and plan provisions.

NY TDB are funded by a Company contribution and an employee contribution made through payroll deduction. The payroll deduction is set by the New York Department of Financial Services (the Department) as a percentage of an employee's eligible wages and may be adjusted periodically.

Eligibility

New York-based full-time employees who are employed for four or more consecutive weeks with the Company are eligible for disability benefits. Part-time employees are generally eligible for disability benefits beginning on their 25th day of employment.

Reasons for and Duration of Benefits

Employees may be eligible for up to 26 weeks of NY TDB to attend to their own physical or mental health condition as certified by a health care provider, including illness, injury, pregnancy/childbirth.

An employee cannot receive both NY TDB and New York Paid Family Leave (NY PFL) benefits for the same period of time. An eligible employee may opt to receive NY TDB and NY PFL benefits during a post-partum/baby bonding period but may not receive both benefits at the same time. In addition, an employee who is eligible for both NY TDB and NY PFL benefits during the same 52-week period cannot receive more than 26 total weeks of NY TDB and NY PFL benefits combined during that time period.

Providing Notice to the Company

As noted above, NY TDB is a state-provided partial wage replacement benefit, not a protected leave of absence.

Employees should provide advance notice to the Company before filing for NY TDB. Notice should be provided by emailing VanderHouwen Human Resources at HR@vanderhouwen.com. When providing notice, employees should specify the anticipated starting date of the NY TDB, the anticipated length of the NY TBD, and the expected date of return.

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

Applying for NY TDB

VanderHouwen Human Resources will advise the employee on how to submit a NY TDB benefits application once notice has been provided.

To avoid delays in approvals and/or payments, applications should be submitted as soon as possible, within 30 days of the start of disability.

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

Wage Replacement Benefits

NY TDB rates are determined 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.

NY TDB wage replacement claims are administered by Maxon Administrators, and benefit amounts are determined by Mutual of Omaha Insurance Company.

There is an unpaid waiting period of seven consecutive calendar days before benefits are payable under NY TDB.

Use of Sick Leave During NY TDB

The Company will not require employees to use or exhaust any sick leave prior to or while receiving NY TDB.

Employees who choose to use accrued and available sick leave rather than receiving NY TDB will not receive NY TDB for the period of time during which they received sick time off.

Employees may also use sick leave to supplement or "top off" NY TDB to receive their weekly wages during some or all of the time they receive NY TDB.

If an employee uses sick leave and receives NY TDB for the same hours, sick leave may be considered an overpayment. The Company and/or the insurance carrier/leave administrator may seek to recoup any overpayments made.

Coordination With Leaves and Other Benefits

NY TDB will run concurrently with leave taken under any other applicable federal, state, or local leave law. will run concurrently with NY TDB.

The combined pay between NY TDB 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 NY TDB.

Consequences of the Misuse of NY TDB

Employees who fraudulently obtain NY TDB may be required to repay benefits and/or may be subject to discipline from the Company, up to and including termination of employment.

Additional Information

Employees should contact VanderHouwen Human Resources by emailing HR@vanderhouwen.com with questions regarding NY TDB. For more information on NY TDB, see the New York State Disability Benefits Statement of Rights.

Smoke-Free Workplace

The Client Company prohibits smoking in the workplace and in company-owned vehicles. For purposes of this policy, smoking includes vaping (i.e., the use of electronic cigarettes). Employees wishing to smoke (including vaping) must do so outside the Client company's facilities during scheduled work breaks.

Employees that 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. Employees will not be disciplined or retaliated against for reporting smoking that violates New York law or this policy.

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

Cell Phone Use/Texting While Driving

The Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that New York law prohibits all drivers from using handheld mobile telephones and portable electronic devices while driving.

New York law allows use of such devices under the following circumstances:

- When the driver is using a hands-free mobile telephone, which allows the user to communicate without the use of either hand, a handheld electronic device that is affixed to a vehicle surface, or a Global Positioning System (GPS) device that is attached to the vehicle;
- When the purpose of the call is to communicate an emergency to a police or fire department, a hospital or physician's office or an ambulance corps; or
- When operating an authorized emergency vehicle in the performance of official duties.

Notice of Electronic Monitoring

The Client Company may monitor, in its sole discretion, employees' use of its electronic resources. Any and all telephone conversations or transmissions, email or transmissions, or internet access or usage by an employee using any Client Company-owned electronic device or Client Company-owned system (including, but not limited to, a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems) may be subject to monitoring at any and all times and by any lawful means.

Bereavement Leave

The Company's bereavement leave policy set forth in the New Hire Orientation is expanded to provide New York employees with leave for the death of their same-sex committed partner or the child, parent or other relative of the committed partner. "Same-sex committed partners" are defined as those who are financially and emotionally interdependent in a manner commonly presumed of spouses.

Paid Family Leave Benefits

In accordance with New York's Paid Family Leave Benefits Law (PFLBL), eligible employees are entitled to a leave of absence to care for a family member with a serious health condition, to bond with a new child or to assist with obligations that arise when a spouse, domestic partner, child, or parent is called into active military service. Employees are also eligible to receive partial wage replacement benefits during the leave through a state-mandated paid family leave benefits program.

Employee Eligibility

New York employees who work 20 hours or more per week for 26 consecutive workweeks are eligible for paid family leave (PFL) under the PFLBL. Employees who work fewer than 20 hours per week are eligible for PFL after completing 175 days of employment in a 52-week consecutive period.

Length of Paid Family Leave

Eligible employees may take up to a maximum of 12 weeks of PFL in a consecutive 52-week period.

Employees are limited to the maximum amount of PFL in a consecutive 52-week period even if they begin employment with a different covered employer during that 52-week period.

Qualifying Reasons for Leave

PFL may be taken for the following reasons:

- To provide physical or psychological care (including, for example, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters and personal attendant services) for a family member with a serious health condition;
- To bond with the employee's child during the first 12 months after the child's birth, adoption or foster care placement; or
- For a "qualifying exigency," as defined under the federal Family and Medical Leave Act (FMLA), arising from the active duty military service (or notification of an impending call to active duty) of an employee's spouse, domestic partner, child or parent.

PFL may not be taken for the employee's own disability or health condition.

For purposes of this policy, a "family member" includes a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. A "child" includes a biological, adopted, or foster child; a stepchild; the child of a domestic partner; a legal ward; or someone to whom the eligible employee stands *in loco parentis*, meaning in the place of a parent. A "parent" includes a biological, foster, or adoptive parent; a stepparent; a parent-in-law, a parent of a domestic partner, a legal guardian; or an individual who stood *in loco parentis* to the employee when the employee was a child. A "sibling" includes a biological or adopted sibling, a half-sibling, or a stepsibling.

Employees taking PFL to care for a family member with a serious health condition must be present at the same location as the family member or engaged in reasonable travel related to providing care during the majority of the leave period.

The Company is not required to provide PFL to two employees at the same time to care for the same family member. If time off is provided to both employees, the PFL taken by each employee will be counted towards that employee's PFL entitlement.

Intermittent Leave

Employees can take PFL on an intermittent basis. Employees seeking intermittent leave must notify the Company and the insurance carrier of the schedule for intermittent leave.

Employees taking PFL in weekly increments will be eligible for the maximum number of weeks of leave in any consecutive 52-week period. Employees can take PFL in daily increments. The number of days of PFL available will be based on the average number of days the employee works per week. For example, an

employee who works an average of three days per week will receive the equivalent of three days per week for 12 weeks, up to a maximum of 36 days.

Wage Replacement Benefits

Eligible employees can receive wage replacement benefits through a state-mandated PFL benefits program. PFL benefits are administered by the New York Insurance Fund.

The PFL benefit amount is 67% of the employee's average weekly wage or the State's average weekly rate, whichever is lower. The State's average weekly wage is determined and periodically adjusted by the State of New York.

An employee cannot receive both New York state disability benefits and PFL benefits for the same period of time. An eligible employee may opt to receive both disability and PFL benefits during a post-partum/baby-bonding period, but may not receive both benefits at the same time. In addition, an employee who is eligible for both disability and PFL benefits cannot receive more than 26 total weeks of disability and PFL benefits combined during the same 52-week period.

Payroll Deductions

PFL benefits are funded by employee contributions made through payroll deductions. The amount of the contribution depends on the employee's average weekly wage. The deduction amount will be adjusted periodically by the State of New York. The amount of any deduction taken will be reflected on an employee's paystub.

Employees who are not eligible for PFL benefits because they are not scheduled to meet the eligibility criteria regarding weeks or days worked can sign a waiver of benefits that relieves them from making the PFL benefits contribution. Ineligible employees who wish to complete such a waiver should contact VanderHouwen Human Resources. If, after signing the waiver, an employee's schedule changes such that the employee is scheduled to meet the eligibility requirements, the waiver will be deemed revoked within eight weeks of the schedule change. Once the waiver is revoked, the employee will be required to make PFL contributions, including a retroactive amount that covers contributions since the time of hire.

Requesting Leave

Employees seeking PFL must provide at least 30 days' advance notice to the Company when the need for leave is foreseeable. If the need for leave is unforeseeable or 30 days' notice is not practicable, employees must provide notice as soon as practicable. The notice should include the timing and duration of the leave and identify the type of family leave needed. Failure to provide timely notice may result in a partial denial or delay in an employee's receipt of PFL. Employees must advise the Company as soon as practicable if the dates of a scheduled leave change or are extended.

Employees seeking PFL benefits will also be required to submit a Request for Paid Family Leave Form and required certifications. Employees must submit proof of the need for PFL within 30 days of the commencement of leave. The Company will complete its portion of the Request for Paid Family Leave Form and return it to the employee within three business days.

If the dates for PFL, including any intermittent use of PFL, are not specified on the Request for Paid Family Leave Form, payment of benefits may be withheld until the information is provided. An employee must request payment for a previously unspecified day of PFL within 30 days of the leave.

Employees are also required to provide additional documentation supporting the need for leave. Required documentation may include, for example, a birth certificate or adoption paperwork for bonding leave or a

medial certification from a health care provider for leave to care for a family member with a serious health condition.

Benefits

The Company will continue making contributions to employee group health benefits during the leave on the same terms as if the employee had continued to actively work. This means that if employees want their benefits coverage to continue during PFL, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Failure to make timely payments may result in termination of health insurance coverage.

Effect on Other Rights and Paid Leave

When leave qualifies as protected family leave under both the PFLBL and the FMLA, leave entitlements under both laws will run concurrently. Employees will not receive more than the maximum family leave available under either the PFLBL or the FMLA, as applicable.

Employees can choose, but are not required, to use available paid sick leave to receive full wages during some or all of the PFL.

Return From Leave

Under most circumstances, employees who return to work as scheduled at the end of PFL will be reinstated to the same position they held at the time of the leave or to a comparable position with comparable benefits, pay and other terms and conditions of employment. Employees are not entitled under the PFLBL to accrue employment benefits or obtain seniority during any period of PFL, nor are they entitled to any right, benefit, or position to which they would have been entitled absent the PFL.

Fraudulent Use of PFL Prohibited

Employees who fraudulently obtain PFL from the Company are not protected by the PFL's job restoration or maintenance of health benefits provisions and may be subject to disciplinary action, up to and including termination of employment.

Protected Rights

The Company takes its PFL obligations very seriously and will not interfere with, restrain, or deny the exercise of any right protected under the PFLBL. The Company will not terminate or otherwise discriminate against any individual because that person uses or attempts to use PFL. If an employee believes that their PFLBL rights have been violated in any way, they should immediately report the matter to VanderHouwen Human Resources.

Domestic Violence Victim Leave

The Company will reasonably accommodate employees who are the victim of domestic violence and who need a reasonable amount of time off for the following reasons, unless providing such accommodation would result in an undue hardship:

- Seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence;
- Obtain services from a domestic violence shelter, program, or rape crises center;
- Obtain psychological counseling related to domestic violence incidents, including for a child who is a victim of domestic violence;

- Participate in safety planning or other actions to increase safety from future incidents of domestic violence; or
- Obtain legal services, assist in the prosecution of an offense or appear in court in relation to an incident of domestic violence.

Employees must give the Company reasonable advance notice of their intention to take leave for this purpose unless such advance notice is not feasible. An employee who cannot give reasonable advance notice may be required to provide certification supporting the need for leave within a reasonable time after the absence. Acceptable forms of certification include:

- A police report indicating the employee or the employee's child is a victim of domestic violence;
- A court order protecting or separating the employee or their child from the perpetrator of domestic violence;
- Other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting from an act of domestic violence.

When taking leave under this policy, an employee may use any available sick leave. Otherwise, leave will be unpaid. During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

Except as otherwise required by law, the Company will maintain the confidentiality of any information regarding an employee's status as a victim of domestic violence.

The Company will not discriminate or retaliate against an employee because the employee is a victim of domestic violence or requests leave in accordance with this policy.

Paid Sick and Safe Leave

The Company provides eligible employees with paid sick and safe leave in accordance with the requirements of New York's Sick and Safe Leave Law (NYSSLL).

Eligibility

New York employees are eligible to accrue paid sick and safe leave.

Accrual and Use of Sick and Safe Leave

Eligible employees will begin to accrue paid sick and safe leave on their date of hire. Sick and safe leave accrues at a rate of one hour for every 30 hours worked, up to a maximum accrual of 56 hours in a single calendar year.

Upon oral or written request, eligible employees can use sick and safe leave as it accrues.

For each use of paid sick and safe leave, employees must take a minimum of one hour of leave per day. Eligible employees may use up to 56 hours of paid sick and safe leave in any calendar year.

Upon returning to work following sick and safe leave taken in accordance with this policy, employees will be restored to the position they held before taking leave, with the same pay and other terms and conditions of employment.

Reasons Sick and Safe Leave May be Used

Eligible employees may use paid sick and safe leave for the following reasons:

- An employee's or a covered family member's mental or physical illness, injury, or health condition, regardless of whether the illness, injury or health condition has been diagnosed or requires medical care at the time the employee requests leave;
- An employee's or family member's diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; need for medical diagnosis; or preventive care; or
- An employee or family member is the victim of domestic violence, a family offense, a sexual offense, stalking or human trafficking, and the employee needs time off from work to do the following (as related to the domestic violence, family offense, sexual offense, stalking or human trafficking):
    - Obtain services from a domestic violence shelter, rape crisis center or other services program;
    - Participate in safety planning, temporarily or permanently relocate or take other actions to increase the employee's or family member's safety;
    - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in, any criminal or civil proceeding;
    - File a complaint or domestic incident report with law enforcement;
    - Meet with a district attorney's office;
    - Enroll children in a new school; or
    - Take any other action necessary to ensure the employee's or family member's health or safety or to protect those who associate or work with the employee.

Eligible family members include an employee's spouse or domestic partner; parent, including a biological, foster, step- or adoptive parent of the employee or the employee's spouse or domestic partner, a legal guardian or a person who stood *in loco parentis* when the employee was a minor child; child, including a biological, adopted or foster child, a stepchild, a legal ward, child of a domestic partner or a child of an employee standing *in loco parentis*; sibling; grandchild; or grandparent.

A "family offense" includes any offense enumerated in section 812(1) of the New York Family Court Act (NYFCA), where such acts are between current and former members of the same family or household, as those terms are defined in the NYFCA.

Requesting Sick and Safe Time/Documentation

Employees must report a need for sick leave to their Client Supervisor and VanderHouwen Human Resources seven days in advance of the first day of leave when the need for leave is foreseeable and as soon as practicable when the need for leave is unforeseeable. For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of sick leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. 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 accordance with the NYSSLL, the Company does not require that employees provide confidential information, including the nature of an illness, its prognosis, treatment or other related information or any details or information relating to absence from work due to domestic violence, a sexual offense, stalking or human trafficking.

If sick and safe leave is used for three or more consecutive and previously scheduled workdays or shifts, the Company may require that the employee provide reasonable documentation confirming their eligibility to take sick and safe leave. Such documentation should be either:

- An attestation from a licensed medical provider supporting the existence of a need for sick and safe leave, the amount of leave needed, and a date that the employee may return to work; or
- An attestation from the employee of their eligibility for leave.

Such attestations need not explain the nature of any illness or details related to any domestic violence, sexual offense, family offense, human trafficking or stalking that necessitated the use of sick and safe leave. The employee or medical professional providing the attestation also need not disclose the reason for leave, except when required by a law other than the NYSSLL (e.g., the federal FMLA).

Rate of Pay

Sick and safe leave is paid at the employee's regular rate of pay or the applicable state minimum wage rate, whichever is greater.

Leave Carryover

Accrued, unused paid sick and safe leave can be carried over from year to year. However, employees may not use more than 56 hours of sick and safe leave in a calendar year.

The Company does not offer pay in lieu of actual sick and safe leave.

Effect on Other Rights and Policies

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

Separation From Employment

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

Retaliation

Employees have the right to request and use sick and safe leave in a manner consistent with the NYSSLL. The Company will not discriminate or retaliate, or tolerate discrimination or retaliation, against any employee who seeks or obtains sick and safe leave under this policy or who otherwise exercises their rights under the NYSSLL.

Paid Prenatal Personal Leave

The Company will provide eligible employees with paid prenatal personal leave in accordance with the requirements of New York's Sick and Safe Leave Law (NYSSLL).

Eligibility

All employees working in New York for the Company are eligible to receive paid prenatal personal leave under this policy, beginning from their first calendar day of employment, if they receive prenatal health care services in connection with their own pregnancy. Spouses, partners and other support persons of

individuals receiving prenatal health care services are not eligible for paid prenatal personal leave under the NYSSLL.

Amount of Leave

The Company provides eligible employees up to 20 hours of paid prenatal personal leave during any 52-week period. The 52-week period will be measured forward from the first time the employee uses paid prenatal personal leave.

Using Leave

Paid prenatal personal leave may be used only during times that an employee cannot work because the employee is receiving health care services during their pregnancy or related to such pregnancy, including:

- Physical examinations;
- Medical procedures;
- Monitoring and testing; and
- Discussions with a health care provider related to the pregnancy.

This can also include fertility treatment or care appointments, including in vitro fertilization, as well as end-of-pregnancy care appointments. However, employees cannot use paid prenatal personal leave for post-natal or postpartum appointments.

Employees must use paid prenatal personal leave in one-hour increments to cover all or part of a workday.

Notice Required

If the need to use paid prenatal personal leave is foreseeable, such as for prescheduled medical appointments, employees must make a good-faith effort to provide advance notice of an absence from work to VanderHouwen Human Resources. Employees must 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 paid prenatal personal leave is unforeseeable, employees must provide notice as soon as practicable to VanderHouwen Human Resources at HR@vanderhouwen.com.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid prenatal personal leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act (Fed-FMLA) or the Pregnant Workers Fairness Act (PWFA). However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence.

The Company will keep confidential the health information of the employee, 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 paid prenatal personal leave for a purpose not covered by, or in a manner not consistent with, the NYSSLL; or

- Violates this policy's requirements concerning requesting, using, recording, verifying and/or documenting use of paid prenatal personal leave.

Rate of Pay

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

Effect on Other Rights and Policies

Paid prenatal personal leave is a leave bank separate and apart from, and does not affect or limit, any existing paid leave benefits provided to employees under other Company policies or applicable law, including but not limited to paid sick leave under the NYSSLL. Employees remain eligible to use any available and applicable paid leave benefits. Paid prenatal personal leave may be used prior to or in lieu of using paid sick leave.

The Company may provide other forms of leave for employees for their own pregnancy or pregnancy-related conditions under certain federal, state and local laws (e.g., the Fed-FMLA, New York's Paid Family Leave Benefits Law (PFLBL)). In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met.

If an employee elects to receive paid prenatal personal leave at the same time as other paid benefits, an employee will not be paid more than their regular compensation at any time.

Separation From Employment

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

No Discrimination or Retaliation

As long as the use of paid prenatal personal leave complies with the requirements of this policy and the NYSSLL, the Company will not count employees' use of paid prenatal personal leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid prenatal personal 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 prenatal personal leave for authorized circumstances; 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.

New York City Policies

New York City Accommodations for Victims of Domestic Violence, Sex Offenses or Stalking

The Company will provide reasonable accommodations to employees working in New York City who are victims of domestic violence, sex offenses or stalking, unless providing the accommodation would cause an undue hardship on the Company's business operations.

The Company may request that an employee provide proof that they are a victim of domestic violence, sex offenses or stalking such as documentation from a victim's services agency, lawyer, clergy, medical provider, court, or the police.

Human Resources will communicate with the employee and engage in good faith in a cooperative dialogue (written and/or oral) concerning the employee's accommodation needs. At the conclusion of this dialogue, the Company will provide an employee who requested an accommodation and participated in the dialogue with a final written determination identifying any accommodation granted or denied.

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources and their Client Supervisor.

The Company will not refuse to hire, terminate, or discriminate against any employee because the employee is, or is perceived to be, a victim of domestic violence, sex offenses or stalking and will not retaliate against any employee who requests an accommodation in accordance with this policy.

New York City Discrimination on the Basis of Gender, Gender Identity or Transgender Status

The Company prohibits discrimination against and/or harassment of applicants, employees, and interns on the basis of their actual or perceived gender or actual or perceived status as an individual who is transgender, gender non-conforming or intersex. For purposes of this policy, gender includes gender identity, self-image, appearance, behavior, or expression. Harassment includes, but is not limited to, violence, threats of violence and similar conduct.

The Company evaluates all requests for reasonable accommodations, including requests for medical leaves or schedule changes, changes to the terms and conditions of employment, program participation or use of a public accommodation in a non-discriminatory manner. This includes, but is not limited to, treating leave requests for medical or health care needs related to an individual's gender identity in the same manner as requests related to other medical conditions.

Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-gender programs and facilities).

Preferred Names, Titles, and Pronouns

The Company allows employees to self-identify their names and genders and will use an individual's preferred name, gendered title (e.g., Mr./Ms.) and pronoun (e.g., he/him/his; she/her/hers; they/them/theirs; or ze/hir). Requests to be addressed by a certain name and/or pronoun do not require supporting documentation.

If an employee is unsure what name, title, or pronoun another individual prefers, that employee can ask the person how the person would like to be addressed.

Facilities Designated as Single-Gender

All employees have the right to use single-gender facilities, such as restrooms, consistent with their gender. To the extent possible, the Company will provide single-occupancy restrooms and/or private space within multi-user facilities for individuals with privacy concerns but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.

Dress Code

The Company's dress code and grooming standards are gender neutral, meaning they do not differentiate or impose restrictions or requirements based on gender or sex.

Reporting and Anti-Retaliation

Employees with questions or concerns regarding their safety, gender discrimination and/or a request for a reasonable accommodation, or who feel they have been subjected to discrimination or improperly denied an accommodation, should contact VanderHouwen Human Resources and their Client Supervisor. The Company prohibits and does not tolerate retaliation against employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.

New York City Anti-Discrimination and Anti-Harassment

VanderHouwen is committed to providing a work environment that is free of unlawful discrimination and harassment, including sexual harassment. The Company strictly prohibits discrimination and harassment by or against any individuals involved in company operations, including employees (regardless of position), applicants, interns (paid or unpaid), vendors, contractors, sub-contractors, consultants, customers, clients and any other third party involved in company operations based on race (including traits historically associated with race, such as hair texture and protective hair styles), color, religion, creed, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, lactation needs or reproductive healthcare decisions and autonomy), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence, caregiver status, credit history, unemployment status, partnership status, status as a victim of sex offenses or stalking, height, weight, sexual and reproductive health decisions, any lawful source of income, uniformed service status or any other legally protected class in accordance with federal, state, and local laws and regulations ("protected category"), including an individual's known relationship or association with a member or members of a protected category.

This policy applies to conduct by any individuals involved in the Company's operations and this policy specifically prohibits conduct that creates or contributes to a hostile or offensive working environment for any other person involved in the Company's operations.

If such discrimination or harassment occurs, the reporting and complaint procedure in this policy should still be followed.

The Company prohibits unlawful discrimination, harassment, sexual harassment and retaliation, as well as such conduct that does not rise to the level of being unlawful. This policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that the Company

deems unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment, sexual harassment or retaliation.

Sexual Harassment Defined

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes unwelcome or unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment;
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, even if the individual making the report is not the intended target of such conduct.

Under New York law, sexual harassment can also include harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and transgender status. Discrimination based on sex stereotypes, gender expression, and perceived identity can all be forms of sexual harassment. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances, propositions, and/or pressure for sexual activity (including repeated and unwelcome requests for dates or romantic gestures and gift-giving);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering; making sexual gestures; displaying of pornographic, sexually suggestive or sexually discriminatory images, objects, pictures, memes, videos, cartoons, graffiti, backgrounds, posters or websites anywhere in the workplace, including on computers, emails, cell phones, electronic or physical bulletin boards, etc. (this extends to virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual or video meeting);
- Verbal or written conduct: making or using sexist remarks or derogatory or sexually discriminatory comments, innuendos, epithets, slurs, sexually explicit jokes, whistling, suggestive or insulting sounds, lewd or sexual comments about an individual's appearance, body, dress, sexuality or sexual experience; verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading or sexually discriminatory commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, internal instant messages, and tweets or other social media postings;
- Physical conduct: unwelcome or inappropriate touching, physical violence, intimidation, assault or impeding or blocking normal movements;
- Sex stereotyping, which includes evaluating someone's conduct or personality traits against other people's ideas or perceptions about how individuals of a particular sex or gender should act or look, and includes, but is not limited to, remarks or comments regarding an employee's gender expression or requesting that employees take on traditionally gendered roles;
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, gender expression or transgender status, such as:
    - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, name-calling;
    - Intentional misuse of an individual's preferred pronouns;
    - Creating different expectations for individuals based on their perceived identities, such as dress codes that place more emphasis on women's attire.
- Retaliation for making reports or threatening to report sexual harassment.

Sexual harassment can occur regardless of the sex or gender of the person committing it or the person exposed to it.

Not intending to discriminate or harass is not a defense. The impact of the discriminatory or harassing behavior on another person is what matters. Whether conduct is considered discrimination or harassment is viewed from the standpoint of the person who feels discriminated against or harassed, not the person whose conduct is at issue.

Other Types of "Discrimination or Harassment" Defined

Discrimination or harassment on the basis of any legally protected status is prohibited, including discrimination or harassment based on race (including traits historically associated with race, such as hair texture and protective hair styles), creed, color, religion, sex (including pregnancy, childbirth, related medical conditions, pregnancy outcomes, lactation needs or reproductive healthcare decisions and autonomy), gender identity (actual or perceived), gender expression, transgender status, familial status, national origin or ethnicity/ancestry, citizenship and immigration status, physical or mental disability (including gender dysphoria), genetic information (including predisposing genetic characteristics), age, veteran status, military status, sexual orientation, marital status, certain arrest or conviction records and status as a victim of domestic violence, caregiver status, credit history, unemployment status, partnership status, status as a victim of sex offenses or stalking, height, weight, sexual and reproductive health decisions, any lawful source of income, uniformed service status, or any other legally protected class in accordance with federal, state, and local laws and regulations, including an individual's known relationship or association with a member or members of a protected category.

Prohibited discrimination or harassment may include behavior similar to the illustrations above pertaining to sexual harassment, and includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, e-mails, text messages, or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

Bystander Observation and Intervention

Individuals who observe conduct that may violate this policy are encouraged, but are not required, to take reasonable action to intervene. Methods to intervene may include interrupting the conduct, redirecting the situation to appropriate conduct, checking in with the person at whom the conduct was directed, alerting a Client Supervisor to the situation, and making a report under this policy. Physical confrontation, violence, or assault is not an appropriate method of intervention. The intervening person must act in accordance with the Company's policies.

Protection Against Retaliation

Retaliation is prohibited against any person covered by this policy who, in good faith:

- Makes a complaint of discrimination or harassment, either internally or with a government agency, using the complaint procedures described below;
- Objects to, opposes or speaks out against discrimination or harassment;
- Participates in a discrimination or harassment investigation;
- Encourages another person to report discrimination or harassment; or

- Files, testifies, assists, or participates in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to:

- Termination, demotion, suspension, failure to hire or consider for hire;
- Failure to give equal consideration in making employment decisions;
- Failure to make employment recommendations impartially;
- Public release of personnel files;
- Adversely affecting working conditions or otherwise denying any employment benefit.

Retaliation is unlawful and a form of misconduct that will result in disciplinary action, up to and including termination of employment. Individuals who believe they or any other individual have been subjected to retaliation should report this concern using the complaint procedure set forth below.

Complaint Procedure

Individuals who believe that they or another individual have been subjected to discrimination or harassment, should as soon as possible, report it to their Client Supervisor and/or VanderHouwen Human Resources by emailing HR@vanderhouwen.com. If an employee alleges that their Client Supervisor or any another manager has engaged in harassing conduct or conduct that is otherwise believed to violate this policy, the employee must report the alleged conduct to VanderHouwen Human Resources - reporting directly to the offending Client Supervisor is not sufficient. Employees are not required to make the report to their Client Supervisor, manager or person who has engaged in the complaint of conduct. Reports of discrimination or harassment can be made verbally or in writing. To submit a complaint in writing, individuals can use the complaint form attached at the end of this addendum but are not required to do so.

After a report is received or the Company otherwise becomes aware of a possible violation of this policy, a fair, timely, thorough, and objective investigation will be started and completed as soon as possible and will reach reasonable conclusions based on the information collected. The Company will maintain confidentiality surrounding the investigation to the extent possible, consistent with a thorough and objective investigation and to the extent permitted or required under applicable law. Both the person(s) raising the complaint and the person(s) about whom the complaint was made will be permitted to provide information that may be relevant to the investigation. The Company also will gather information and documentation and speak with witnesses, as applicable.

Once the investigation is completed and a determination is made, the complaining party will be advised that the investigation has been completed and may be informed of the resolution. The individual about whom the complaint was made will be informed of the outcome and, if the Company determines that this policy has been violated, will be subject to disciplinary action. The Company expects all employees to fully cooperate with any Company investigation into a complaint of discrimination or harassment.

Supervisory Responsibilities

All supervisors or managers who receive a complaint or information about suspected discrimination or harassment (including sexual harassment), witness behavior that may violate this policy or for any other reason suspect that discrimination or harassment prohibited by this policy is occurring, are required to report such suspected conduct to VanderHouwen Human Resources and their Client Supervisor.

In addition to being subject to discipline for engaging in discriminatory or harassing conduct themselves, supervisors and managers will be subject to discipline, up to and including termination of employment, for failing to report suspected discrimination or harassment or otherwise knowingly allowing such conduct to continue. Supervisors and managers will also be subject to discipline for engaging in prohibited retaliation.

Supervisors and managers must ensure the workplace is safe, supportive, and free from retaliation against those who raise complaints or act as witnesses both during and after any investigation.

Discipline

If the Company determines that this policy has been violated, including in the event that a supervisor or manager knowingly allows the policy to be violated without reporting it, prompt remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

Good Faith Reporting

The initiation of a good faith complaint of discrimination, harassment and/or retaliation will not be grounds for disciplinary or other retaliatory action, even if the allegations cannot be substantiated or the employee was mistaken about aspects of the complaint. Any individual who makes a complaint that is determined to be intentionally false may be subject to discipline, up to and including termination of employment.

Other Information

Sexual harassment, as well as other types of discrimination and harassment, are illegal under the New York State Human Rights Law, Title VII of the federal Civil Rights Act of 1964, and some local laws, including the New York City Human Rights Law. Employees may file a complaint with the federal Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights, the New York City Commission on Human Rights, another enforcement agency (if applicable) or in certain courts of law. Agencies accept and investigate charges of discrimination and harassment, including sexual harassment. Please note that there may be deadlines applicable to filing complaints with government agencies or seeking redress in a court of law. The EEOC has district, area and regional offices and may be contacted by visiting www.eeoc.gov, emailing info@eeoc.gov or by telephone at 1-800-669-4000 (TTY 1-800-669-6820). The New York State Division of Human Rights may be contacted by visiting www.dhr.ny.gov, by telephone at 718-741-8400, or by mail to One Fordham Plaza, Fourth Floor, Bronx, New York 10458. The New York State Division of Human Rights also maintains a toll-free hotline that provides counseling and accepts complaints regarding workplace sexual harassment. This hotline can be reached at 1-800-427-2773. The New York City Commission on Human Rights can be contacted by visiting www.nyc.gov/html/cchr/html/home/home.shtml or by telephone at (212) 306-7450.

Employees subjected to unlawful discrimination or harassment may be entitled to certain remedies, including monetary damages, civil penalties, and injunctive relief (such as an order that certain action be taken or certain behavior stop). Individuals can also contact the town, city, or county in which they live or work to find out whether other local agencies may be able to receive complaints. Additional information, including the physical location of agency offices and the rules and requirements for filing complaints, can also be found at the respective agency websites. If an employee believes they have been the victim of a crime, they may contact their local police department.

A Stop Sexual Harassment Act Fact Sheet is attached to this New York Handbook Addendum and a Stop Sexual Harassment Notice is posted at: https://www.vanderhouwen.com/consultant-portal/.

New York City Pregnancy Accommodation

Employees and applicants for employment in New York City may request a reasonable accommodation for pregnancy, childbirth and related medical conditions (including lactation). For purposes of this policy, a "related medical condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, but does not prevent the employee from performing their job functions in a reasonable manner, with or without a reasonable accommodation.

The Company will provide a requested reasonable accommodation that would enable the employee or applicant to perform the essential functions of the job unless the accommodation would impose an undue hardship on the company's business operations.

A reasonable accommodation may include, but is not limited to:

- Minor changes in work schedules;
- Adjustments to uniform requirements or dress codes;
- Additional water or snack breaks;
- Permission to eat at a work station;
- Extra bathroom breaks or additional breaks to rest;
- Physical modifications to a work station;
- Adjustment of start or end time;
- A reduced or modified work schedule;
- Desk duty or light duty;
- Transfer to an alternative position;
- Leave for a period of disability arising from childbirth; or
- Reasonable time and a clean, private space to express breast milk.

Employees may be required to provide medical or other information that is necessary for the Company's consideration of a reasonable accommodation. Such medical information will be kept confidential.

Human Resources will communicate with the employee and engage in good faith in a cooperative dialogue (written and/or oral) concerning the employee's accommodation needs. At the conclusion of this dialogue, the Company will provide an employee who requested an accommodation and participated in the dialogue with a final written determination identifying any accommodation granted or denied. The Company will not retaliate against or tolerate retaliation against employees who request an accommodation in accordance with this policy.

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources and their Client Supervisor. Employees who need reasonable break time to express breast milk for their child should consult the Company's Lactation Accommodation policy and can discuss those arrangements with VanderHouwen Human Resources or their Client Supervisor.

New York City Cooperative Dialogue about Accommodation Needs

The Company will provide reasonable accommodations to employees who seek them for reasons related to pregnancy, religion, disability, or status as a victim of domestic violence, sex offenses or stalking - when those accommodations are possible and in accordance with applicable law and Company policy. The Company's Disability Accommodation, Religious Accommodation, Pregnancy Accommodation and Accommodation for Victims of Domestic Violence policies can be found within this addendum.

As is set forth more fully in those policies, the Company will engage in a good faith dialogue (written or oral) concerning an employee's accommodation needs and potential accommodations for those needs. The Company will engage in this cooperative dialogue within a reasonable time after an employee requests an accommodation or the Company becomes aware of the possible need for such an accommodation. At the conclusion of the dialogue, the Company will provide the participating employee with a written final determination identifying any accommodation granted or denied. The Company will not retaliate against or tolerate retaliation against employees who request accommodations in accordance with Company policy.

Employees who wish to request an accommodation should contact VanderHouwen Human Resources and their Client Supervisor.

Paid & Unpaid Sick Leave (New York City)

The Company provides eligible employees with sick leave according to the New York Sick and Safe Leave Law (NYSSLL) and both paid and unpaid sick leave (collectively "sick leave") according to the New York City Earned Safe and Sick Time Act (ESSTA). The Company will comply with all applicable requirements of the law that is more favorable to employees.

Eligibility

All employees regularly working in New York City for the Company are eligible to receive sick leave under this policy.

Accrual and Carryover of Leave

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

Sick leave accrues at a rate of one hour for every 30 hours worked in New York City, up to a maximum of 56 hours in a benefit year. Employees may carry over up to 56 hours 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.

For purposes of this policy, the benefit year is an anniversary year based on the employee's hire date.

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

Annual Grant of Unpaid Sick Leave

The Company provides an annual grant of 32 hours of unpaid sick leave to employees on their first day of employment with the Company or on their date of eligibility under the ESSTA, whichever is later, and at the beginning of each benefit year after that. *All current employees as of February 22, 2026, are entitled to 32 hours of unpaid sick leave on that date, for use during the remainder of the 2026 calendar year.*

Unpaid sick leave that remains unused at the end of a benefit year will be lost and will not carry over from one benefit year to the next.

Using Leave

Employees may use paid sick leave as it accrues and the annual grant of unpaid sick leave immediately upon hire.

Employees may use a maximum of 56 hours of paid sick leave and 32 hours of unpaid sick leave per benefit year. Employees can determine the amount of sick leave available for use by reviewing their paystubs.

Employees must use sick leave in an initial increment of one hour, as long as this initial increment is reasonable under the circumstances, and then in 30-minute increments after that, 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 mental or physical illness, injury or health condition, regardless of whether diagnosed or requiring medical care at the time of the request; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care (e.g., screenings, checkups, patient counseling to prevent health problems).
- A family member's mental or physical illness, injury or health condition, regardless of whether diagnosed or requiring medical care at the time of the request; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive medical care.
- Closure of the employee's place of business by order of a public official due to a public health emergency or a public disaster.
- Care for a child whose school or childcare provider has restricted in-person operations or has been closed by order of a public official due to a public health emergency or a public disaster.
- When the employee is a caregiver who provides direct and ongoing care for a minor child or care recipient, to provide care to the minor child or care recipient.
- Direction by a public official to remain indoors or avoid travel during a public disaster that prevents an employee from reporting to their work location.
- To initiate, attend or prepare for a legal proceeding or hearing related to subsistence benefits or housing to which the employee, the employee's family member or the employee's care recipient is a party, or to take actions necessary to apply for, maintain or restore subsistence benefits or shelter for the employee or their family member or care recipient.
- For absences necessary due to domestic violence, a family offense matter, sexual offense, stalking, human trafficking or workplace violence suffered by the employee or the employee's family member, and safe leave is needed to:
    - Obtain services from a domestic violence shelter, rape crisis center or other services program;
    - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family member;
    - Meet with a legal or other social service provider to obtain information and advice on, and prepare for or participate in, any criminal or civil proceeding;
    - File a complaint or domestic incident report with law enforcement;
    - Meet with a district attorney's office;
    - Enroll children in a new school; or
    - Take other actions necessary to ensure the health or safety (including the physical, psychological, or economic health and safety) of the employee or family member or to protect those who associate or work with the employee.

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

- The employee's:
    - Spouse or domestic partner;
    - Child (including the child of a spouse or domestic partner);
    - Parent (including the parent of a spouse or domestic partner);
    - Sibling;
    - Grandchild;
    - Grandparent; or
- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

For purposes of this policy, a "care recipient" means a person with a disability, including a temporary disability, who is a family member or resides in the employee's household and relies on the employee for medical care or to meet the needs of daily living.

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 should make a good-faith effort to provide at least seven days' advance notice of the need for sick leave to VanderHouwen Human Resources and their Client Supervisor. 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 all circumstances, employees are responsible for specifying that the time off is for sick leave reasons, so that the absence may be designated accordingly. If an employee has both paid sick leave and unpaid sick leave available for use, the Company will first apply any available paid sick leave hours to the absence, unless the employee specifically requests to use unpaid sick leave or other available leave

Verification of Absence

If an employee uses sick leave for four or more consecutive scheduled workdays, the Company may require verification of the employee's need for the absence. Depending on the circumstances, verification may include:

- For the employee's or their family member's health condition, a note from a licensed clinical social worker, licensed mental health counselor or other licensed health care provider;
- For safe leave (related to domestic violence, stalking, etc.):
    - Documentation signed by the employee, agent or volunteer of a victim services organization, attorney, clergy member, or medical or other professional service provider from whom the employee or a family member has sought assistance;
    - A police report, court document, or court order of protection; or
    - A notarized letter from the employee;
- Documentation from a school or care provider; or
- Documentation from a legal or social services provider, court or government agency for a legal proceeding or hearing related to subsistence benefits or housing.

Employees should submit verification documents requested by the Company to HR@vanderhouwen.com within seven days of returning to work**.**

The Company will not ask the employee to provide details about the underlying reason for the employee's use of sick leave. The Company will maintain the confidentiality of any health information about an employee or the employee's family member or care recipient and information about the personal situation that led the employee to use sick leave for absences due to safe time reasons, providing care as a caregiver to a minor child or a care recipient, or a legal proceeding, hearing or other action related to subsistence benefits or housing. Such information will be kept confidential and will not be disclosed to anyone without the employee's permission or as required by 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 NYSSLL or the ESSTA; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, or documenting use of sick leave.

Rate of Pay

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

Employees will not receive compensation when using unpaid sick leave.

Separation From Employment and Rehire

The Company does not pay employees for unused paid 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 paid sick leave balance will be reinstated and made available for use in accordance with the ESSTA. In addition, if an employee is rehired within the same benefit year, any previously unused unpaid sick leave will be reinstated and made available for use in accordance with the ESSTA. The employee will not be eligible for a new grant of unpaid sick leave until the next benefit year.

Antidiscrimination and Retaliation

If the use of sick leave complies with the requirements of this policy, the NYSSLL and the ESSTA, 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.

Paid Prenatal Personal Leave (New York City)

The Company will provide eligible employees with paid prenatal personal leave in accordance with the requirements of New York's Sick and Safe Leave Law (NYSSLL) and the New York City Earned Safe and Sick Time Act (ESSTA).

Eligibility

All employees working in New York for the Company are eligible to receive paid prenatal personal leave under this policy, beginning from their first calendar day of employment, if they receive prenatal health care services in connection with their own pregnancy. Spouses, partners and other support persons of individuals receiving prenatal health care services are not eligible for paid prenatal personal leave under the NYSSLL.

Amount of Leave

The Company provides eligible employees up to 20 hours of paid prenatal personal leave during any 52-week period. The 52-week period will be measured forward from the first time the employee uses paid prenatal personal leave. Employees will be able to determine the amount of paid prenatal personal leave available for use by reviewing their employee paystubs.

Using Leave

Paid prenatal personal leave may be used only during times that an employee cannot work because the employee is receiving health care services during their pregnancy or related to such pregnancy, including:

- Physical examinations;
- Medical procedures;
- Monitoring and testing; and
- Discussions with a health care provider related to the pregnancy.

This can also include fertility treatment or care appointments, including in vitro fertilization, as well as end-of-pregnancy care appointments. However, employees cannot use paid prenatal personal leave for post-natal or postpartum appointments.

Employees must use paid prenatal personal leave in one-hour increments, to cover all or part of a workday.

Notice Required

If the need to use paid prenatal personal leave is foreseeable, such as for prescheduled medical appointments, employees must make a good-faith effort to provide advance notice of an absence from work to VanderHouwen Human Resources and their Client Supervisor. Employees must make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations.

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 paid prenatal personal leave must be pre-approved by the employee's Client Supervisor and VanderHouwen Human Resources before the absence.

If the need to use paid prenatal personal leave is unforeseeable, employees must provide notice as soon as practicable to VanderHouwen Human Resources and their Client Supervisor.

Verification of Absence

In general, employees will not be required to provide verification of the need for paid prenatal personal leave but may be required to provide documentation or certification of the absence under another applicable law like the Family and Medical Leave Act (Fed-FMLA) or the Pregnant Workers Fairness Act (PWFA). However, to the extent permitted by applicable law, the Company reserves the right to require a doctor's note or other verification of the employee's need for the absence.

The Company will not ask the employee to provide details about the medical condition that led the employee to use paid prenatal personal leave. Any information the Company receives about the employee's use of paid prenatal personal leave will be kept confidential and will not be disclosed to anyone without the employee's permission or as required by law.

Discipline for Unprotected Use of Leave

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

- Uses paid prenatal personal leave for a purpose not covered by, or in a manner not consistent with, the NYSSLL and the ESSTA; or

- Violates this policy's requirements concerning requesting, using and/or recording the use of paid prenatal personal leave.

Rate of Pay

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

Effect on Other Rights and Policies

Please confirm

Paid prenatal personal leave is a leave bank separate and apart from, and does not affect or limit, any existing paid leave benefits provided to employees under other Company policies or applicable law, including but not limited to paid sick leave under applicable law. Employees remain eligible to use any available and applicable paid leave benefits. Paid prenatal personal leave may be used prior to or in lieu of paid sick leave.

The Company may provide other forms of leave for employees for their own pregnancy or pregnancy-related conditions under certain federal, state and local laws (e.g., New York's Paid Family Leave Benefits Law (PFLBL)). In certain situations, leave under this policy may run at the same time as leave available under another federal, state or local law, provided eligibility requirements for that law are met.

It is an employee's responsibility to apply for any applicable benefits for which the employee may be eligible as a result of the pregnancy or pregnancy-related condition. If an employee elects to receive paid prenatal personal leave at the same time as other paid benefits, an employee will not be paid more than their regular compensation at any time.

Separation From Employment

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

No Discrimination or Retaliation

As long as the use of paid prenatal personal leave complies with the requirements of this policy, the NYSSLL and the ESSTA, the Company will not count employees' use of paid prenatal personal leave as an absence or "occurrence" under any Company attendance policy.

The Company will not retaliate or discriminate against any employee for requesting or using paid prenatal personal leave for authorized circumstances; 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 applicable law.

Additional Information

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

New York City Lactation Accommodation

The Company provides paid break time for an employee to express milk for their nursing child for up to three years following the birth of the child, each time the employee has a reasonable need to express milk.

Specifically, employees will be provided up to 30 minutes of paid break time to express milk at a time. Employees may take lactation breaks of less than 30 minutes if they choose.

Employees who need more than 30 minutes for a lactation break may use existing paid break time, use scheduled meal periods or may otherwise receive additional unpaid lactation break time under applicable law. Employees are prohibited from performing any work while on a lactation break, including, but not limited to, checking their work e-mail or engaging in work phone or video calls on a mobile device.

Employees must provide reasonable, advance written notice to the Company that they intend to take breaks for expressing milk upon returning to work following the birth of the child. Employees should work with their supervisor regarding scheduling of lactation breaks. Nursing parents should specifically provide an estimate of how many lactation breaks will be needed, and if possible, how long the breaks may be and when those breaks may be needed. Where additional lactation breaks are required or the break schedule needs to be modified from time to time, employees should work with their supervisor regarding scheduling.

Lactation Room

Employees have the right to request a lactation room for purposes of expressing milk. The lactation room will be a well-lit, sanitary place, other than a restroom or a toilet stall, that is shielded from view, free from intrusion and in reasonable proximity to the employee's work area. The lactation room will include an electrical outlet, a chair, and a surface on which to place a breast pump and other personal items and nearby access to running water. A refrigerator suitable for milk storage will also be available in reasonable proximity to the employee's work area. Please note that the Company is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee must store all expressed milk in closed containers, regardless of the method of storage, and should remove such milk at the end of the workday.

To request use of a lactation room, employees can contact their manager. The Company will respond to the employee's request within a reasonable amount of time, not to exceed five business days. Employees should contact their manager with any follow-up inquiries.

A room identified for use as a lactation room may also be used for other purposes. However, during times when an employee is using the room as a lactation room, that will be its sole function. When two or more employees need to use the room for lactation purposes or in connection with other accommodations, they should work with their Client Supervisor to schedule room usage cooperatively and in a way that accommodates all affected employees. Employees who have questions or concerns related to lactation room scheduling conflicts can also contact their manager.

If providing the requested lactation room will place an undue hardship on the Company's operations, the Company will engage in an interactive process with reasonable efforts to provide a room or location other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express milk in private. The Company will engage in good faith in a cooperative dialogue with the employee concerning the employee's accommodation needs.

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

Pursuant to New York State requirements, attached is a Policy on the Rights of Employees to Express Breast Milk in the Workplace that further explains your rights under New York State law.

Westchester County Policies

Westchester County Paid Safe Leave

The Company provides eligible employees with paid safe leave in accordance with the requirements of the Westchester County Safe Time Leave Law for Victims of Domestic Violence and Human Trafficking (SLL).

Eligibility

All employees (including full-time and part-time) who work in Westchester County, New York for more than 90 days in a calendar year are eligible for paid safe leave.

Use of Safe Leave

Eligible employees who are victims of domestic violence or human trafficking (as defined by applicable law) may use up to 40 hours of paid safe leave in any benefit year in order to:

- Attend or testify in criminal or civil court proceedings related to domestic violence or human trafficking; or
- Move to a safe location.

Paid safe leave may be used in full or partial day increments.

The Company does not offer pay in lieu of actual safe leave.

Requesting Safe Leave/Documentation

When the need for paid safe leave is foreseeable, employees must make a good faith effort to provide advance notice of the need to use it. When possible, the employee's request must include the expected duration of the employee's absence. Employees must also make a reasonable effort to schedule leave in a manner that does not unduly disrupt the Company's operations. To provide notice of the need to use safe leave, employees should contact their manager.

The Company may require employees to provide reasonable documentation that leave was used for a covered purpose. Such documentation may include any of the following:

- A court appearance ticket or subpoena;
- A copy of a police report;
- An affidavit from an attorney involved in the court proceeding relating to the issue of domestic violence and/or human trafficking; or
- An affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence and human trafficking (e.g., My Sisters' Place).

Employees are not required to search for or find a replacement worker to cover the hours during which they are using safe leave. The Company will not count employees' use of safe leave in compliance with this policy as an absence when evaluating absenteeism. Therefore, any such use of safe leave will not lead to or result in discipline, termination, demotion, or suspension.

Rate of Pay

Safe leave is paid based on the employee's normal hourly pay rate in effect at the time the safe leave is taken and will not be less than the New York State minimum wage. Safe leave is not considered time worked for the purpose of calculating overtime for the week in which the safe leave was taken. Employees will not receive overtime pay for safe leave.

Confidentiality

The Company will keep confidential information about an employee that is obtained solely for the purpose of using safe leave and will not disclose such information except with the written permission of the affected employee or as otherwise required by law.

Separation From Employment

Compensation for unused paid safe leave is not provided upon separation from employment for any reason.

Effect on Other Rights and Policies

Employees who are the victims of domestic violence or human trafficking may be entitled to additional leave under certain federal, state and/or local laws.

In certain situations, leave under this policy may run at the same time as leave available under another federal, state, or local law, provided eligibility requirements for that law are met. The Company is committed to complying with all applicable laws. Employees should contact their manager for information about other federal, state, and municipal leave and accommodation rights.

Nothing in this policy is intended to prevent, interfere, or conflict with an employee's rights under the New York Disability Benefits Law and New York Paid Family Leave Benefits Law.

Employees who are the victims of domestic violence may also be entitled to reasonable accommodations under the Company's Reasonable Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking policy and should consult that policy or their manager for additional information.

Integration with Other Benefits

If an employee elects to integrate paid safe leave with other paid benefits (such as temporary disability insurance or paid family leave insurance), the Company will integrate all paid benefits such that an employee will not be paid more than their regular compensation at any time.

Retaliation

Employees have the right to request and use safe leave. The Company will not take retaliatory personnel action, discriminate, or tolerate discrimination or retaliation, against any employee who seeks or obtains safe leave under this policy or who makes a good faith complaint about a possible violation of the SLL or this policy or who communicates with any person about such a violation. The Company will not interfere with or punish an employee for participating in or assisting with an investigation, proceeding or hearing under the SLL. In addition, the Company will not retaliate or discriminate against an employee for informing others of their rights under the SLL.

STOP SEXUAL HARASSMENT ACT FACTSHEET

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the information sheet requirement.

The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to $250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, can require the violator to undergo training, and can mandate other remedies such as community service.

Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 212-416-0197 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at **www.dhr.ny.gov**.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at **www.eeoc.gov**.

@NYCCHR
NYC.gov/HumanRights

NYC Commission on Human Rights



INTRODUCTION AND PURPOSE

New York State Labor Law Section 206-c gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business.

The New York State Department of Labor has developed the official policy on breast milk expression in the workplace as required by the law, ensuring that all employees know their rights and all employers understand their responsibilities. This policy is the minimum required standard, but employers are encouraged to include additional accommodations tailored to their workplace.

With the information provided below, employees will learn how much time they are allowed for breast milk expression, the kind of space employers are required to provide for breast milk expression, how to notify employers about the need to express breast milk in the workplace, and how to notify the Department of Labor if these rights are not honored.

Employers are required to provide this policy in writing to all employees when they are hired and again every year after. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

USING BREAK TIME FOR BREAST MILK EXPRESSION

Employers must provide thirty (30) minutes of paid break time for their employees to express breast milk when the employee has a reasonable need to express breast milk. Employees must be permitted to use existing paid break or meal time if they need additional time for breast milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers must provide paid break time as often as an employee reasonably needs to express breast milk. The number of paid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break time to express breast milk.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: **dol.ny.gov/day-rest-and-meal-periods**
- NY Department of Labor FAQs on Meal and Rest Periods: **dol.ny.gov/system/files/documents/2021/03/meal-and-rest-periods-frequently-asked-questions.pdf**
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: **dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked**
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: **dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers**

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an employee from voluntarily choosing to do so if they want to.

Paid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter paid breaks.

Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK

If an employee wants to express breast milk at work, they must give the employer reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow the employer time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

LACTATION ROOM REQUIREMENTS

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. **The space provided for breast milk expression cannot be a restroom or toilet stall.**

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering.

In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace.

Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible.

Undue hardship is defined in the statute as "causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business." **However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.**

NEW YORK STATE DEPARTMENT OF LABOR RESOURCES

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor's Division of Labor Standards. Call us at **1-888-52-LABOR**, email us at LSAsk@labor.ny.gov, or visit our website at **dol.ny.gov/breast-milk-expression-workplace to file a complaint**.

A list of our offices is available at **dol.ny.gov/location/contact-division-labor-standards**.

Complaints are confidential.

FEDERAL RESOURCES

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit **dol.gov/agencies/whd/pump-at-work**.

The New York State Department of Labor is an Equal Opportunity Employer/Program.
P705 (6/24) Auxiliary aides and services are available upon request and free of charge to individuals with disabilities TTY/TDD 711 or 1-800-662-1220 (English) / 1-877-662-4886.

Employee Complaint Form for Reporting Discrimination and Harassment

Please provide the requested information so that VanderHouwen may investigate and resolve your complaint. You are not limited to the space provided and may attach additional pages. Once you have completed this form, please provide a copy of it to VanderHouwen Human Resources by emailing HR@vanderhouwen.com.

Name _____ Client_____

Department/Location _____ Client Supervisor_____

Preferred Communication Method ☐ E-mail ☐ Phone ☐ In-person

A. Complaint(s) - Please describe your complaint(s), including the name of the person(s) about whom you are complaining and when the conduct occurred. If your complaint involves specific comments, please include a description of the comments.

B. Related Material - Please list, and if possible, provide copies of, any emails, text messages, letters, notes, memos, diary entries, calendars, reports, or other items that relate to your complaint(s).

C. Persons With Information - Please list any individuals who you believe may have information about your complaint(s):

D. Prior Report(s) - Have you reported your concerns to anyone else at the Company? If so, please provide the name and position of the person to whom you reported the concerns, and the date of the report.

I understand that if I become aware of additional relevant information, I must promptly provide such information to Human Resources. I am also aware that the Company prohibits retaliation against me for filing this complaint, and I agree that I will immediately report any incident I believe is retaliatory using the Company's procedures for reporting retaliation.

Employee's Signature:_____

Date completed by Employee:_____

VanderHouwen HR Signature:_____

Date received from Employee: _____

Receipt of New York Addendum

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

I also acknowledge that I have received and read VanderHouwen's Notice to New York Employees of Electronic Monitoring. I understand that any and all of my telephone conversations or transmissions, email or transmissions, or internet access or usage by any electronic Company-owned device or Company-owned system (including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems) may be subject to monitoring by the Company at any and all times and by any lawful means.

Employee’s Name (printed): _____ Date: _____

Employee’s Signature: _____