



YOUR EMPLOYEE HANDBOOK

STATE SPECIFIC POLICIES

EMPLOYEE HANDBOOK INDEX

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JURY DUTY

Any employee summoned to jury duty be excused from work for the day(s) required of him/her, after providing a copy of the jury summons to his/her supervisor. Additionally, any full-time employee will be paid his/her usual compensation received minus the fee or compensation received for serving as a juror.

No employee will have any adverse employment action taken solely because he/she serves on a jury, so long as the employee reports to work on his/her next regularly scheduled shift.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business. Guns may be kept in an employee's motor vehicle parked on Company property providing that the following conditions are met:

- The employee has a valid concealed weapon permit, or the firearm is used for hunting and meets various related criteria
- The vehicle is in a location where it is permitted to be –and–
- The firearm is concealed within the vehicle while the employee is in the vehicle and locked away while the employee is away from the vehicle.

ARIZONA

PAID SICK LEAVE

Under the Arizona Fair Wages and Healthy Families Act, Arizona employers provide paid sick leave (PSL) to their employees, whether they work full-time or part-time or on a permanent, temporary, or occasional basis. Employers with fewer than 15 employees (including full-time, part-time and temporary employees) are required to provide at least 24 hours of annual PSL, whereas employers with 15 or more employees are required to provide at least 40 hours of annual PSL. Employers may award PSL hours in a lump sum at the start of the year, or employees may accrue PSL at a rate of no less than one hour for every 30 hours worked up to the statutory cap or a more generous accrual cap in employers' discretion.

Employees may use PSL as it is accrued, but employers have the option of delaying use of PSL by newly-hired employees until after their 90th day of employment.

Employees may use accrued PSL for their own mental or physical illness, injury or health condition, or if they need medical diagnosis, care, or treatment, or when they need preventive medical care. If an employee believes he or she has been exposed to a virus (such as the virus causing COVID-19 illness) and needs time off to be tested, time off to obtain a diagnosis would fall within the scope of the Act. Likewise, if the employee develops symptoms and requires a period of absence to recover from an illness, he or she can use accrued PSL for such purpose.

Employees also may use accrued PSL to care for a family member who is ill, or who needs medical diagnosis, care or treatment, or preventive medical care. "Family member" is defined as, among others, biological, foster, and adoptive parents and stepparents; parents-in-law; grandparents; spouses and domestic partners; biological, adopted, or foster children, stepchildren, or legal wards, regardless of age; children of domestic partners; a child to whom the employee stands *in loco parentis* or for whom the employee did stand *in loco parentis* when the individual was a minor; grandchildren; siblings and stepsiblings; and any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Employees may use accrued PSL to take family members for testing, treatment, and doctor's visits, and to care for them at home if they are ill.

Employees can request PSL in person, via email, "or by any other means acceptable to the employer." Employees should provide the expected duration of the absence, if possible and if known.

MILITARY LEAVE

The Company will grant the same military leave, including pay, benefits and rights to reinstatement, provided under USERRA, and outlined in the Military Service section of the Handbook, to employees to fulfill their duties as members of the Arizona National Guard, including active duty, military training, and attending camps, formations, drills, or maneuvers. The Company will not dissuade employees from enlisting in state or national military forces by threatening economic reprisal.

Except as provided for in the Company's Military Service policy in the Handbook, the Company will not continue salary or benefits while employees are on a military leave, and time spent on military leave shall not be credited for purposes of computing vacation entitlements. Upon return from military leave, employees will be reinstated to their former jobs without any loss of seniority.

CRIME VICTIM LEAVE

The Company will provide unpaid leave to employees who are crime victims to be present at court proceedings related to the crime for which they are victims, or to seek or obtain protection orders or injunctions against harassment or any other similar relief to ensure their safety or the safety of their children. The Company reserves the right to limit the amount of leave taken by an employee if such leave would create undue hardship for the Company.

JURY DUTY

Jury duty is unpaid, but employees may elect to use accrued vacation while serving jury duty. When an employee returns from jury service, he/she will be returned to their previous position.

VOTING LEAVE

On the day of an election, if there are less than three (3) hours outside of an employee's shift while the polls are open, such employee may take off up to a maximum of three (3) hours, with two (2) hours being paid time off and one (1) hour of unpaid time off, while the polls are open to vote. The Company may specify the hours during which the employee may be absent.

SMOKING POLICY

In addition to prohibiting smoking in all enclosed work areas, the Company prohibits smoking in outdoor areas that are less than 20 feet from entrances, windows and ventilation systems in buildings where smoking is prohibited.

WAGE ASSIGNMENTS (GARNISHMENTS)

Except with respect to child support garnishments, the Company may deduct an administrative fee of \$5.00 each time a payment is made for a garnishment order. If there are insufficient nonexempt wages to collect the fee, the amount remains owed when the garnishment is satisfied and will be charged to the creditor, not the employee. With respect to child support garnishments, the Company may deduct an administrative fee of \$1.00 per pay period or \$4.00 per month, whichever is larger. If the employee is in arrears, the Company may collect an additional \$3.00 per pay period.

WEAPONS

No guns are allowed inside the workplace, in a Company vehicle or while carrying out Company business. Guns may be kept in an employee's motor vehicle parked on Company property providing that the employee stores the firearm in the employee's locked motor vehicle or in a locked compartment on the employee's motorcycle and not visible from the outside of the motor vehicle or motorcycle.

COLORADO

EQUAL EMPLOYMENT OPPORTUNITY

In addition to the protected categories listed in the Handbook, Colorado law also prohibits discrimination against individuals for discussing wages with others, and individuals who engage in lawful off-duty off-premises activities. In Colorado, "creed" includes a religious, moral, or ethical belief that is sincerely held. Additionally, "national origin" applies to discrimination against noncitizens, lawful residents, individuals who associate with persons of a particular national origin group, and individuals with a surname that reflects a certain national origin. In accordance with Colorado's applicable laws, the Company does not tolerate discrimination or harassment based upon this characteristic or any other characteristics protected by applicable federal, state or local law.

OVERTIME

The Company will pay employees time-and-one-half of their regular rate for hours worked in excess of the following:

1. 12 consecutive hours,
2. 12 hours in a day or
3. 40 hours per week.

FAMILY CARE AND MEDICAL LEAVE

In addition to the approved reasons for leave under the Company's Family Care and Medical Leave policy in the handbook, eligible employees may also use any applicable Family Care and Medical Leave to care for an individual with a serious health condition if the individual is the employee's civil union partner under Colorado's Civil Union Law, or the employee's domestic partner as registered in the employee's residential municipality. The Company can require employees to provide reasonable documentation of family relationship and the need to take leave for a serious medical condition. Colorado state family care and medical leave runs concurrently with the federal Family Medical Leave Act ("FMLA"), if applicable.

CIVIL AIR PATROL LEAVE

Regular employees who are members of the Colorado Wing of the Civil Air Patrol are entitled to up to fifteen (15) days of unpaid leave to serve on authorized emergency missions.

MILITARY LEAVE

The Company will grant the same military leave, including pay, benefits and rights to reinstatement, provided under USERRA, and outlined in the Military Service section of the Handbook, to employees to fulfill their duties as members of the Colorado National Guard. Members of the Colorado National Guard also have the right to unlimited unpaid time off for service in the National Guard.

Employees in the National Guard or U.S. armed forces reserve are entitled to fifteen (15) days of leave per year for training or special exercises and will be paid or unpaid in accordance with the Company's Military Service policy in the Handbook. However, employees must provide evidence of satisfactory completion of their training.

The Company also will not discharge employees or refuse to hire applicants because they are officers or enlisted members of the military forces of Colorado. Employees who take military leave will be reinstated to the position they left, or a similar job with the same status, pay, benefits, and seniority, assuming they are still qualified to perform the job, upon return from the above described military leaves.

Employees will not lose vacation, sick leave (if applicable), bonuses, advancement or other benefits while serving on qualifying military leave provided employees return to work as soon as practicable after being relieved from military service. However, vacation and sick leave, if applicable, will cease to accrue while on leave.

CRIME VICTIM LEAVE

Employees who have worked at the Company for at least 12 months, and who are victims of domestic violence are entitled to take crime victim leave. Eligible employees are entitled to up to three (3) unpaid workdays of crime victim leave over a twelve (12) month period. Employees can take leave to seek protection orders, attend related court proceedings, obtain assistance in ensuring their health and safety, and make their homes more secure or seek new housing. Whenever possible, employees must provide the Company with reasonable advance notice of their need for leave. Employees may use any accrued vacation time for the absence.

SCHOOL ACTIVITIES LEAVE

The Company will provide a total of eighteen (18) hours of unpaid leave during any school year for an employee who are the parents or legal guardians of children in school (kindergarten through 12th grade) to attend or participate in parent-teacher conferences or meetings related to special education, dropout prevention, attendance, truancy, disciplinary issues, or response to intervention a school-related event for his or her child. However, Employees must make reasonable efforts to schedule these activities outside of work hours.

BREAST FEEDING BREAKS

The Company will provide reasonable unpaid break time, or permit employees to use paid break time, meal time, or both to express breast milk for nursing a child up to two (2) years after the child's birth. The Company will make a reasonable effort to provide a private location for the employee to breast feed.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

PAID LEAVE UNDER THE COLORADO HEALTHY FAMILIES AND WORKPLACES ACT

Overview

This policy addresses paid leave, as of January 1, 2021, under Colorado's "Healthy Families and Workplaces Act" ("HFWA"), which became law on July 15, 2020. The HFWA fully took effect on July 15, 2020, but with narrower coverage in 2020, as explained below.

When Employees Attain Paid Leave, and For What Conditions and Needs

The Company will provide paid leave for various health- and safety-related needs to:

- (1) employees having a mental or physical illness, injury, or health condition that prevents them from working;
- (2) employees needing to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- (3) employees needing to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2) above;
[Qualifying "family" members are (a) immediate family (related by blood, adoption, marriage, or civil union), or (b) anyone else the employee is responsible for providing or arranging health- or safety-related care for]
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- (5) due to a public health emergency, a public official having closed either (a) the employee's place of business, or (b) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.
[Only COVID-related needs were covered in 2020, but covered needs as of 2021 need not be COVID-related]

How Much Paid Leave the Company Will Provide

One hour of paid leave for every 30 hours worked, up to 48 hours per calendar year, starting on the first day of employment.

Examples: An employee working 150 hours a month (35 hours a week) attains just over 1 hour's leave every week -- which totals 5 hours a month and reaches the yearly maximum (48 hours) after about 9^{1/2} months. But an employee working 20 hours a week attains an hour of leave every 1^{1/2} weeks -reaching 32 hours by the end of the year (assuming 48 workweeks, by excluding holidays and unpaid time off). Overtime-exempt employees attain leave as if they work 40 hours per week, even if they actually work more -- but non-exempt employees attain paid leave for each hour worked, whether or not it is overtime.

Leave will be paid at the same hourly rate or salary and with the same benefits the employee normally earns during hours worked. The rate will be at least the applicable minimum wage, but will not include overtime, bonuses, or holiday pay. Employees paid commissions or other sales-based pay will receive whichever is greater: (a) their hourly or salaried rate or (b) minimum wage. The Company will not deem employee regular hours to be “cut” to a lower number because they are taking leave.

During a public health emergency, up to 80 hours will be provided (or, for an employee working less than 40 hours per week, two weeks of their regular hours) -- 48 hours for any HFWA purpose (emergency-related or not); and 32 additional hours for any of the below purposes:

- (1) employees needing to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
- (2) employees seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- (3) employees being excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not they are actually diagnosed with the illness);
- (4) employees being unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
- (5) employees caring for a child or other family member who is in category (1), (2), or (3) above, or whose school, child care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Leave for a part-time employee with a regular schedule is at the number of hours normally worked in a two-week period. If an employee’s hours vary, the Company will use the employee’s average hours over the six months before leave started. If the varied-schedule part-time employee has been employed less than six months, the Company will use the number of hours the employee agreed when hired, or if there is no such agreement, the average daily hours the employee was scheduled to work over their entire employment. Any of these calculations include hours the employee took leave, in addition to hours worked.

Company Policies on Paid Leave

“Reasonable documentation” is allowable if leave is 4+ days. The HFWA allows employers to require documentation that the leave is for an HFWA purpose, with four limits:

- (1) Documentation can be required only if leave is “four or more consecutive work days,” not shorter leaves.
- (2) Only “reasonable documentation” can be required, not more than needed to show a valid reason for leave.

(3) Employers cannot require “details” about the employee’s (or their family’s) HFWA-related health or safety information. Any such information that employers receive must be kept confidential, and stored in a separate file.

(4) Documentation “is not required to take paid sick leave” -- but it can be required as soon as the employee reasonably can provide it, because “reasonable” documentation is what can be required.

Employee notice “as soon as practicable” is required, but only when needing leave is “foreseeable,” such as for an appointment scheduled in advance, unless the employer is closed.

Paid leave will not be counted as an “absence” that may lead to adverse action against the employee.

Unused leave rolls over, year to year -- but doesn’t require allowing more than 48 hours’ leave in a year. Any paid leave an employee doesn’t use by year’s end carries forward to the next year -- except the employer is not required to let the employee use more than 48 hours’ paid leave in a year.

No paid leave is required if an entire business is completely closed. Unless a workplace is closed due to a temporary government quarantine/isolation order, no paid leave applies if an entire business is completely closed (whether temporarily or permanently) – because then, workers aren't on "leave," they're on furlough or layoff (which makes unemployment insurance, not paid leave, the possible avenue).

Non-Retaliation or Interference with HFWA Rights

The Company will not deny paid leave that an employee has a right to take, or take any threat or adverse action (which includes firing, demoting, reducing hours, suspending, disciplining, etc.) to retaliate against, or interfere with, either:

- requesting or taking paid leave under HFWA, or attempting to exercise other HFWA rights;
- informing another person about, or supporting their exercise of, their HFWA rights; or
- filing a HFWA complaint, or cooperating in any investigation or other proceeding about HFWA rights.

The Company can impose consequences (firing or otherwise) for misusing paid leave, dishonesty, or other leave-related misconduct.

ILLINOIS

EQUAL EMPLOYMENT OPPORTUNITY

In addition to the protected categories listed in the Handbook, Illinois law also prohibits discrimination against employees based on citizenship status, military status, unfavorable discharge from military status, and arrest records. In accordance with Illinois' applicable laws, the Company does not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by applicable federal, state or local law.

The Company shall treat genetic testing and genetic information in a manner that is consistent with the requirements of federal law. Additionally, the Company will not solicit, request or require genetic testing or genetic information of a person or family member of a person as a condition of employment, pre-employment application, labor organization membership or licensure.

MEAL AND REST BREAKS

The Company will provide employees working for 7 ½ hours or longer at least twenty (20) minutes for a meal period beginning no later than five (5) hours after the start of the work period. Although, in accordance with the Company's general lunch break policy in the handbook, non-exempt employees may take up to one (1) hour for this lunch break.

BREAST-FEEDING BREAKS

The Company provides employees a private location in which to express breast milk during unpaid break times. The Company will not take any action to prevent employees from expressing breast milk during their meal and break periods. The Company reserves the right to refuse such breast-feeding breaks if it would seriously disrupt work operations.

SCHOOL ACTIVITIES LEAVE

Employees are permitted to take up to eight (8) unpaid hours during any school year, and no more than four (4) hours on a given day to attend school conferences or classroom activities related to the employee's child. Employees may use any accrued vacation time for the absence.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to twelve (12) workweeks of unpaid leave during any twelve (12) month period to address the domestic or sexual violence by seeking medical and/or psychological attention; obtaining services from a victim services organization; participating in safety planning; or seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member. Employees can substitute any available paid vacation or sick time (if applicable) for unpaid crime victim leave. The employee must provide the Company with at least forty-eight (48) hours of advance notice unless providing such notice is impracticable. The Company may require the employee to provide certification of the purpose of the leave in the form of a letter from a

volunteer services organization, police report or court record, or other corroborating evidence. The Company will maintain coverage under group health plans at the same level and under the same conditions for employees who are taking crime victim leave as for other employees.

Leave under this policy will run concurrently with FMLA leave (if applicable) when the reason for the leave also qualifies as an FMLA event.

LEAVE FOR VOLUNTARY EMERGENCY WORKERS

The Company will not terminate any employee who is absent or late to work because he/she is performing duties as a volunteer emergency worker. An employee who is a volunteer emergency worker may be absent or late to work in order to respond to an emergency prior to the time the employee is scheduled to work. The Company may charge against an employee's pay any time from work that the employee loses because of the employee's response to an emergency in the course of performing his/her duties as a volunteer emergency worker. The employee must make reasonable efforts to notify the Company in advance that he or she will be absent or late from work as a result of responding to an emergency. The Company may require a written statement from a supervisor or governmental entity to verify that the employee was working as a volunteer emergency worker prior to or during working hours.

CIVIL AIR PATROL LEAVE

Employees who have worked for at least twelve (12) months and have been employed for at least 1,250 hours of service during the year immediately preceding the requested leave are entitled to up to thirty (30) days of unpaid leave to perform missions in the Civil Air Patrol. However, employees may use any accrued vacation time for the absence.

Employees must provide the Company with fourteen (14) days' notice of the date they intend to take Civil Air Patrol leave of five (5) or more consecutive work days, to the extent possible. The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for Civil Air Patrol leave.

Employees will not be required to exhaust other types of leave prior to using Civil Air Patrol leave. In addition, Civil Air Patrol leave is unpaid, though the Company will facilitate the continuation of employee benefits during Civil Air Patrol leave at the expense of the employees on such leave. Upon return from leave, an eligible employee who takes qualifying Civil Air Patrol leave will be returned to the same or equivalent position that the employee held prior to taking the leave.

MILITARY LEAVE

The Company will grant the same military leave, including pay, benefits, and rights to reinstatement, provided under USERRA, and outlined in the Military Service section of the Handbook, to employees to fulfill their duties as members of the Illinois National or Illinois State Guard called into active duty by order of the Governor.

Employees who enlist or are drafted into the U.S. armed forces or state militia training are considered to be on furlough or leave of absence. The Company will restore individuals with honorable discharges or

satisfactory completion of service to the same or equivalent position, with the same increases in pay and seniority of individuals who were employed during the term of military service. If a disability sustained during the employee's military service makes it impossible for the employee to perform his or her duties, then he or she shall be restored to another position with status, pay, and seniority that is consistent with the employee's circumstances, unless this is unreasonable due to the employee's changed circumstances. Employees must apply for reinstatement within ninety (90) days of discharge from military service.

FAMILY MILITARY LEAVE

Employees who are the spouse, domestic partner, son, daughter, parent or grandparent of a soldier called to active military duty for more than thirty (30) days may be entitled to up to thirty (30) days of unpaid leave. Employees must exhaust all accrued vacation leave, personal leave, compensatory leave, and any another leave (save disability and sick leave) prior to being eligible to use Illinois Family Military Leave. In addition, the number of days of Illinois Family Military Leave provided to an eligible employee may be reduced by the number of days of leave provided to the employee under the Family and Medical Leave Act arising out of the fact that the employee's spouse or child is on (or has been notified of impending) covered active duty as defined above. Eligible employees who wish to use Illinois Family Military Leave must give at least fourteen (14) days' notice of the intended date that the leave will commence if the leave will be five (5) or more consecutive work days.

The Company will facilitate the continuation of employee benefits during Illinois Family Military Leave at the expense of the employees on such leave. Upon return from leave, an eligible employee who takes family military leave will be returned to the same or equivalent position that the employee held prior to taking the leave.

PREGNANCY DISABILITY LEAVE

The Company will reasonably accommodate a pregnant employee's known medical or common conditions of pregnancy or childbirth. This reasonable accommodation can include time off to recover from childbirth, and leave that becomes necessary due to pregnancy, childbirth, or common medical conditions related of pregnancy or childbirth.

The Company will not require a pregnant employee to take a reasonable accommodation when she does not request one, nor will the Company require a pregnant employee to take leave when another reasonable accommodation is available. If a pregnant employee takes leave as part of a reasonable accommodation, she will be reinstated to her original job or an equivalent position, unless this would cause an unreasonable hardship to the Company. The commencement and duration of leave, availability of extensions, and other terms of conditions of pregnancy disability leave will be governed by the same terms and conditions of leave offered to other Illinois employees with temporary disabilities.

An Illinois employee who is temporarily disabled from performing her job by pregnancy, childbirth, or related medical conditions may be eligible for additional protection or accommodation under the Illinois Human Rights Act.

WITNESS LEAVE

The Company will provide an unpaid leave of absence to any employee who is required to testify as a witness in court. Employees may use any accrued vacation time for the absence.

TIME OFF TO DONATE BLOOD

Upon request, an employee may take up to one (1) hour of paid leave for blood donation every fifty-six (56) days.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business. An employee may store a firearm concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

COOK COUNTY EARNED SICK LEAVE

In most cases, you are covered by the Cook County Earned Sick Leave Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has a place of business in Cook County.

You are entitled to:

- Earn **one hour** of earned sick leave **for every 40 hours worked** for your employer in Cook County;
- You may **use earned sick leave when you or a family member are ill**, receiving medical care, or the victim of domestic violence or stalking, or a public health emergency closes work, school or daycare;
- You **must be paid for earned sick leave** at your usual rate of pay, no later than the next payroll period;
- **Maximum accrual and use** of earned sick leave generally is **40 hours per year**;
- If you do not use all the earned sick leave you earn in a given year, generally you are entitled to **carry over half** of those **unused hours** to use in the following year (up to a maximum carryover of 20 hours);
- And you may be entitled to **additional benefits** under the Ordinance **if your employer is covered by the federal Family Medical Leave Act (FMLA)** and you are eligible for FMLA leave.

Your employer is prohibited from:

- Retaliating against you for exercising Ordinance rights (*e.g.*, using earned sick leave, filing a claim); or
- Requiring you to search for or find a replacement to cover your work hours while you are on leave.

Your employer is allowed to:

- Impose written rules for: the **minimum increments of time** (4 hours or less) in which earned sick leave can be used; the **type and timing of notice required** for reasonably foreseeable absences; the **minimum duration of employment** before initial use of earned sick leave (not to exceed 180 days).
- Adopt **equivalent alternative practices** to meet its Ordinance obligations (*e.g.*, grant estimated earned sick leave for the year up front) (*see* Part 600 of the Commission's Earned Sick Leave Rules).

If you believe your employer may have violated this Ordinance:

- The Commission encourages (but does not require) you to **discuss your concerns with your employer**. Employers may use different terminology to describe employee benefits or may have adopted an approved alternative practice to comply with the Ordinance. The Commission's website and Earned Sick Leave Rules are resources for helping you and your employer understand what the Ordinance requires.
- If you cannot talk to your employer because of fear of retaliation or you remain unsatisfied with your employer's explanation of your benefits, **contact the Commission for assistance**.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you must generally do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

INDIANA

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business. An employee may:

- Possess a firearm and/or ammunition locked in the trunk of the employee's vehicle;
- Keep a firearm in the glove compartment of the employee's locked vehicle; or
- Store a firearm out of plain sight in the employee's locked vehicle.

KENTUCKY

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

An employee holding a concealed weapons license may carry a concealed weapons and/or ammunition in a vehicle owned by the employee.

OHIO

PREGNANCY DISABILITY LEAVE

The Company shall provide a female employee leave of absence for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth, on equal terms as the Company's other temporary disability leaves provided to Ohio employees. Employees returning from pregnancy disability or childbirth leave shall be reinstated to their original positions or to positions of equivalent status and pay.

MILITARY LEAVE

Employees are permitted to take up to five (5) years of military leave. The 5-year period does not include:

1. service that is required beyond five (5) years to complete an initial period of obligated service;
2. the period during which employees cannot obtain orders of release, through no fault of their own;
3. the time needed to fulfill National Guard and Reserve training requirements;
4. the period needed to fulfill additional training requirements as certified in writing by the Defense Secretary to be necessary for professional development or completion of skill training; or
5. emergency declared by the President or the Congress, or other active duty orders.

Employees are permitted to continue coverage under the Company's group health insurance policies while on National Guard and military reserve duty. Continued health coverage remains effective for up to 18 months after it would otherwise terminate. Continued coverage for reservists' spouse or dependents because of the reservist's death, divorce, or separation, or because a dependent child is no longer a dependent, can be extended to 36 months. Reservists must elect to continue coverage in writing, and pay the first contribution within 31 days after the date the coverage would otherwise end. Reservists called to active duty for less than 31 days' pay only the standard contribution, if any. Reservists called to active duty for more than 31 days' pay no more than 102% of the group rate.

The Company will grant the same military leave, including pay, benefits, rights to reinstatement, and protection against discrimination and/or retaliation, provided under USERRA, and outlined in the Military Service section of the Handbook, to employees who serve in the uniformed services in order for the employee to meet his or her duties in the uniformed service.

Service in the uniformed services means duty performed on a voluntary or involuntary basis in a uniformed service, including active duty, inactive and active duty training, full-time National Guard duty, any time spent undergoing fitness-for-duty examinations, funeral honors duty, and duty performed by intermittent employees of the National Disaster Medical System in training exercises or in response to public health emergencies. Uniformed services include the armed forces and reserves, the Army National Guard and Air National Guard, the Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

The Company must be notified of employees' military service in advance, unless the circumstances make advance notice impossible or unreasonable. The Company will reinstate employees who are absent from work due to service in the uniformed services, Ohio National Guard, or Ohio organized militia, with the same seniority, and associated rights and benefits that would have accrued if the employee had remained continuously employed with the Company.

FAMILY MILITARY LEAVE

An employee who has worked at the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding leave are entitled to 10 days or 80 hours (whichever is less) family military leave once per calendar year. The dates on which employees take leave must occur no more than two weeks prior to or one week after the deployment date of employees' family member who is a covered service member. Employees must notify employers that they intend to take family military leave at least 14 days prior to beginning such leave when the leave is being taken because of a call to active duty. Employees must provide at least two days' advance notice to employers that they intend to take family military leave if such leave is being taken because of a service member's injury, wound, or hospitalization. If employees are notified by a representative of the uniformed services that their family member's injury, wound, or hospitalization is critical or life-threatening, employees do not need to provide notice to employers that they intend to take family military leave.

Family military leave will be unpaid but the Company will continue to provide benefits to employees during the time they are taking family military leave. Benefits means benefits, other than salary or wages, that employers regularly provide to employees, including but not limited to medical insurance, life insurance, disability insurance, pension plans, and retirement plans. However, employees on family military leave continue to be responsible for the same portion of cost for their benefits as they regularly pay when not on leave.

CRIME VICTIM LEAVE

The Company allows employees who are crime victims, or who are victim representatives for incapacitated victims or minors or who have family members who are crime victims to take an unpaid leave when the employee is subpoenaed or the prosecutor requests the employee's assistance preparing for a criminal or delinquency proceeding. This leave will be unpaid unless the court proceeding the employee must attend pertains to an offense against the employer or an offense involving the employee during the course of employment. Employees may use any accrued vacation time for the absence.

WITNESS LEAVE

The Company will provide employees with an unpaid leave of absence to appear as witnesses in criminal, delinquency or grand jury proceedings, or to assist prosecutors in preparing criminal cases. This leave will be unpaid unless the court proceeding pertains to an offense against the employer or an offense involving the employee during the course of employment. If the leave is unpaid, employees may use any accrued vacation time for the absence.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business. An employee may store a firearm or ammunition in his or her privately-owned motor vehicle in the Company's parking lot if:

- The employee has a valid concealed carry handgun license
- The employee is physically present in the vehicle or the gun is locked within the trunk, glove box, or other enclosed compartment or container in or on the vehicle; and
- The vehicle is parked in a location where it is permitted to be.

OKLAHOMA

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

An employee may transport and store firearms in a locked vehicle, unless he/she is a convicted felon.

OREGON

EQUAL EMPLOYMENT OPPORTUNITY

In addition to the protected categories listed in the main Handbook, there will be no discrimination against individuals who have used the worker's compensation system, individuals with an expunged juvenile record, and individuals who are unemployed. In accordance with Oregon's applicable laws, the Company does not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by applicable federal, state or local law.

MEAL AND REST BREAKS

The Company will provide meal periods of at least thirty (30) minutes to employees who work shifts of six (6) or more hours. Although, in accordance with the Company's general lunch break policy in the handbook, non-exempt employees may take up to one (1) hour for this lunch break.

The Company will also provide a paid rest period of not less than ten (10) minutes for every segment of four (4) hours worked in one work period. This time is provided in addition to and separately from time allowed for meals.

MILITARY LEAVE

The Company will grant unpaid leave to employees to participate in active duty in the Oregon state organized militia or the organized militia of another state. Employees must return to work within seven (7) calendar days of termination of their military service. The Company will reinstate employees to their former jobs or equivalent positions upon their return from military service, and such reinstatement will be without loss of seniority or any other benefit that accrued before the leave. The Company also will not discriminate or retaliate against employees for taking leave or for membership in the uniformed services, which includes: the armed forces of the United States; the Army National Guard and Air National Guard when engaged in active duty for training, inactive duty training or full time National Guard duty; the Commissioned Corps of the U.S. Public Health Service; and any other category of persons designated by the President in time of war or national emergency.

The Company will allow employees who are veterans to take leave on Veterans Day unless it creates a significant economic or operational disruption or undue hardship.

Employees must provide employers at least twenty-one (21) days advance notice of their intention to take leave on Veterans Day. Employees may use any accrued vacation time for the absence.

DOMESTIC VIOLENCE / CRIME VICTIM LEAVE

The Company will allow employees to take a reasonable amount of unpaid leave if they or their minor child or dependent are victims of domestic violence, harassment, sexual assault or stalking. Eligible employees can take leave to: seek legal or law enforcement assistance; seek medical treatment for themselves or a child or dependent; obtain or assist a child or dependent in obtaining counseling from

licensed mental health professionals; obtain services from victim services providers for themselves or their minor child or dependent; or relocate or secure an existing home to ensure their own or their minor child or dependent's health and safety. The Company may require employees to certify that they are taking crime victim leave for a permitted reason. Employees can decide to take paid vacation or sick leave in lieu of unpaid crime victim leave.

BONE MARROW DONATION POLICY

The Company will permit employees who work more than twenty (20) hours per week to take accrued paid sick or vacation leave to donate bone marrow or be screened as a potential bone marrow donor. The amount of bone marrow leave taken by an employee shall not exceed the amount of paid leave accrued by the employee or forty (40) work hours, whichever is less.

SMOKING POLICY

The Company prohibits smoking within 10 feet of entrances, exits, windows that open and ventilation intakes of workspaces in buildings where smoking is prohibited.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

PENNSYLVANIA

EQUAL EMPLOYMENT OPPORTUNITY

In addition to the protected categories listed in the Handbook, Pennsylvania law also prohibits discrimination against an employee who informs the employer that he or she does not want to participate in withholding or withdrawal of life-sustaining treatment. In accordance with Pennsylvania's applicable laws, the Company does not tolerate discrimination or harassment based upon this characteristic or any other characteristics protected by applicable federal, state or local law.

MILITARY LEAVE

In addition to the benefits outlined in the Military Service section of the Handbook, the Company will grant an unpaid leave to employees who are members of Pennsylvania state military services, including the Pennsylvania National Guard, when drafted into active service as well as to employees who enlist during a time of war or emergency called by the President or the Governor.

Any employee is a member of the Pennsylvania state or U.S. armed forces who notifies the Company of their intent to return within 90 days of leaving military service will be reemployed at the same status and seniority as if they had remained in employment.

An employee who is a member of the Pennsylvania National Guard shall have their health insurance and other benefits continue for 30 days after being called to active service at no cost to the employee. After 30 days, such employee can continue coverage, at their own expense, at the employers' rate.

PREGNANT DISABILITY LEAVE

The Company provides employees disabled by conditions related to pregnancy the same leave benefits provided to other Pennsylvania employees with temporary disabilities. The terms and conditions of leave will apply identically to pregnant employees and employees with temporary disabilities.

WITNESS LEAVE

The Company will permit employees to take unpaid leave to appear as witnesses in court proceedings, including when the employee or a family member of the employee is the victim of a crime. While the leave is unpaid, employees may use any accrued vacation time for the absence.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

SOUTH CAROLINA

MILITARY LEAVE

In addition to the benefits offered in the Military Service section of the Handbook, employees shall be permitted to take an unpaid leave to fulfill their duties in the South Carolina State Guard and South Carolina National Guard called to state duty by the Governor.

The Company will reinstate employees who take either South Carolina state or U.S. armed forces military leave to their previous or similar job unless the Company's circumstances must such restoration unreasonable. To be reinstated, employees must apply for reinstatement in writing within five (5) days of release from duty or hospitalization following service and show proof of honorable discharge.

CRIME VICTIM LEAVE

The Company provides an employee who is a crime victim, or who has a family member who is a crime victim, or an employee who witnessed a crime, with an unpaid leave so that the employee may lawfully responds to a subpoena. Family members can include the spouse, parent, child or lawful representative of a crime victim who is deceased, a minor, incompetent or physically or psychologically incapacitated. Employees may use any accrued vacation time for the absence.

PREGNANCY DISABILITY LEAVE

The Company shall provide a female employee leave of absence for the period of time that she is sick or temporarily disabled because of pregnancy or childbirth, on equal terms as the Company's sick and other temporary disability leaves applicable to South Carolina employees.

WITNESS LEAVE

The Company will permit employees to take unpaid leave to serve as a witness in court proceedings in response to a subpoena. Employees taking witness leave must provide reasonable notice to the Company of the need for leave. Employees may use any accrued vacation time for the absence.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

TENNESSEE

MEAL BREAKS

Employees working more than six (6) consecutive hours in a day are provided with an uninterrupted, unpaid meal/lunch break of at least thirty (30) minutes.

JURY DUTY

Employees will be excused from work when they are summoned for jury service. Upon receiving a summons to report for jury duty, an employee must present the summons to the supervisor on the next day he or she works. The employee must be excused from work for the entire day or days the employee is required to serve as a juror, except the employee can be required to return to work on days when the employee is required to serve less than three (3) hours.

An employee is entitled to his or her usual compensation, less the amount of fee or compensation received for serving as a juror or the Company may elect to pay the employee the usual compensation without deducting the juror fee. The Company is not required to compensate an employee for more time than was actually spent serving and traveling to and from jury duty.

These provisions do not apply to any employee who has been employed on a temporary basis less than six (6) months.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.

An employee may store a firearm or ammunition in his or her motor vehicle in a parking lot if:

- The motor vehicle is parked in a permitted location
- The firearm is being stored in the motor vehicle; and
- The firearm is kept from ordinary observation if the firearm carrier is in the vehicle –or– is kept from ordinary observation and locked in the trunk, glove box, or interior of the motor vehicle.

ABUSIVE CONDUCT PREVENTION POLICY

I. Statement of Commitment, Values, and Purpose

CARS is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide high quality goods and services in an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints in good faith will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time employees of CARS including any temporary employees and interns. It does not apply to independent contractors, but other contract employees are included. This policy applies to any Company-sponsored program, event or activity and the performance by officers and employees of their employment-related duties. The policy includes electronic communications by any employee.

II. Definition of Abusive Conduct

Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does not include:

- Disciplinary procedures in accordance with Company-adopted policies
- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns
- The non-abusive exercise of managerial prerogative

III. Employer Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner.

Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

IV. Employee Responsibility

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating or other abusive conduct or behaviors. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

V. Retaliation

Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

VI. Training for Supervisors and Employees

Supervisors and employees are encouraged to undergo training on abusive conduct prevention conduct. Training should identify factors that contribute to a respectful workplace, familiarize participants with responsibilities under this policy, and provide steps to address an abusive conduct incident.

VII. Complaint Process

A. Reporting

1. Employees

Any employee who believes that he or she has been subjected to abusive conduct is encouraged to report the matter orally or in writing to a supervisor including his or her supervisor, manager, or to the Human Resources office.

Employees are not obligated to report their complaints to their immediate supervisor (especially if the supervisor is engaged in the conduct at issue) before bringing the matter to the attention of one of the representatives identified above.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations and any witnesses.

Formal complaints should be documented in writing, but are not required to be in writing.

2. Witnesses

An employee who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct (as defined herein) should report any and all incidents as set forth herein.

3. Supervisors

Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to HR or management. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of employees involved. The person complained against will be notified that an allegation has been made against him or her and informed of the investigative procedure.

B. Investigation

Investigations of abusive conduct shall be conducted as soon as practicable and in accordance with the policies and practices of the Company. The objective of the investigation is to ascertain whether the behaviors complained of occurred, and therefore will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors. All interviews will be appropriately documented. The investigation will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the investigation's outcome.

C. Corrective Action

In the event of a finding of abusive conduct, the Company will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies of The Company. Any employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action up to and including termination, or changes in job duties or location.

Supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While the Company encourages all employees to raise any concern(s) under this policy and procedure, the Company recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals falsely accusing another of violations of this policy will be disciplined in accordance with the Company's disciplinary policy. When abusive conduct has been confirmed, the Company will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

D. Confidentiality

To the extent permitted by law, CARS will maintain the confidentiality of each party involved in an abusive conduct investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the Company from maintaining confidentiality of public records. Therefore, the Company cannot guarantee confidentiality in every case.

VIRGINIA

MILITARY LEAVE

In addition to the benefits offered in the Military Service section of the Handbook, the Company will grant an unpaid leave to employees in the Virginia National Guard, Virginia State Defense Force or naval militia that are called to state active duty by the Governor. However, employees may use any accrued vacation time for the absence.

The Company will re-employ individuals who take Virginia state or U.S. armed forces military leave to the same job, or if the job no longer exists, to a position of similar seniority, status and pay. An employee must apply for reinstatement, in writing, within 14 days after release from service (or related hospitalization) of no more than 180 days, or within 90 days of service (or related hospitalization) lasting more than 180 days. The Company will not discriminate against members of the Virginia state or U.S. armed forces, or deny employment, re-employment or other benefits due to membership or service.

CRIME VICTIM LEAVE

The Company will grant unpaid leave to employees who are victims of a crime to attend any judicial proceeding related to the crime. Employees taking crime victim leave must provide the Company with a copy of the standardized form provided to them by the investigating law-enforcement agency. The Company reserves the right to limit crime victim leave if it creates an undue hardship. Employees may use any accrued vacation time for the absence.

PREGNANCY DISABILITY LEAVE

The Company will provide employees disabled by conditions related to pregnancy the same leave provided to other Virginia employees with temporary disabilities. The terms and conditions of leave will apply identically to pregnant employees and employees with temporary disabilities.

BREAST-FEEDING POLICY

The Company will provide breaks and locations for employees to breastfeed and express milk.

JURY DUTY OR WITNESS LEAVE

The Company will provide the employee with an unpaid leave of absence to serve as a witness in court proceedings. While the leave is unpaid, employees may use any accrued vacation time for the absence.

Employees summoned for jury duty and who appear for four (4) or more hours will not be required to work on a shift beginning after 5 p.m. on the day of such service or before 3 a.m. on the day following such service. Employees must give the Company reasonable notice of any court appearances or summonses.

WEAPONS

No guns are allowed inside the workplace, in a company vehicle or while carrying out company business.