
**MADDEN INDUSTRIAL
CRAFTSMEN, INC.®**

Temporary Employee Handbook & Safety Manual

Effective March 2017

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FOREWORD

Welcome to Madden Industrial Craftsmen, Inc.!

We have always emphasized that outstanding people are the key to our success. Through the efforts of our people Madden Industrial Craftsmen, Inc. has become a leader in the staffing industry. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This employee handbook will familiarize you with the various aspects of working with Madden Industrial Craftsmen, Inc. I encourage you to use it as a valuable resource for understanding the Company. We feel it will also be a useful reference document for all employees. If you have any questions, please do not hesitate to ask them of either your recruiter or our benefits coordinator.

My best wishes to you and thank you for taking this first step in getting to know Madden Industrial Craftsmen, Inc.

Ron Madden
President

ABOUT OUR HANDBOOK

We are delighted that you have joined our Company. To help you get oriented, we have designed this Handbook to give you some basic information on our current personnel policies, procedures and benefits. Please read it carefully and ask questions if there is anything you don't understand, then sign the acknowledgment on the last page and return it to the individual who provided it to you. Throughout this Handbook, we use the terms "you" and "your" to refer to all MICI employees, and the terms "MICI," the "Company," "we" and "our" to refer to Madden Industrial Craftsmen, Inc.

While this Handbook is not a contract of employment or a promise of specific treatment in specific situations, it does summarize many of our policies, procedures and benefits so you know how we normally handle many aspects of the employment relationship. This Handbook may also cross-reference other policies or benefits that may apply to you; for example, insurance and retirement benefit programs. Note, too, that some states may require us to observe different policies, procedures or rules on some of the subjects covered by this Handbook. Some of those differences are addressed in state-specific Addendums that are included with this Handbook. This Handbook supersedes any prior written (including prior handbooks) or oral policies, statements or understandings on these subjects.

We believe in maintaining progressive employment policies, as well as a competitive wage and benefit package, so this Handbook will evolve as our Company grows. And since no employee handbook or policy manual can anticipate all circumstances or new laws that might arise, we reserve the right to interpret, change or eliminate these policies, procedures and benefits, or to add new ones, after notice to affected employees. Any changes, additions or deletions to this Handbook must be in writing and must be expressly authorized and issued by the President to be valid. **IMPORTANT:** This means that except as required by an applicable federal or state law (such as ERISA), an employee is not guaranteed rights to any employment, term or condition of employment, compensation or benefit policy or plan unless the policy or plan is still in effect at the time of a qualifying event. In addition, the terms and conditions of the policy or plan in effect at that time will govern.

Employment with Madden Industrial Craftsmen is employment at will. Employment at will may be terminated with or without cause and with or without notice at any time by the employee or the Company. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at will. No manager, supervisor, or employee of Madden Industrial Craftsmen has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for and term or condition of employment other than at will. Only the president of the Company has the authority to make any such agreement and then only in writing signed by the President.

ETHICAL STANDARDS/CONFLICT OF INTEREST

MICI has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the Company's reputation, please discuss it with any member of Management.

OPEN DOOR POLICY

Where Do I Go With Questions Or Complaints?

People work together best in an atmosphere where they are valued as individuals and recognized as members of a team. This kind of respect prompts individuals to achieve the highest level of personal performance. Our aim is to create and constantly enhance such an environment.

We firmly believe that when misunderstandings, problems, or questions arise, they should always receive our prompt attention. We want to maintain an open line of communication with all of our employees. Suggestions, complaints, problems, etc., are always welcome here. We encourage you to bring them to our attention. No employee will be discriminated or retaliated against for doing so.

What If I Have Problems With Coworkers?

Many workplace pressures and problems involve interrelationships between coworkers, and we encourage employees to discuss any problem or issue with the coworker(s) involved in an honest attempt to work out the differences or solve the problems. An employee who is not comfortable doing so or is not satisfied with the outcome should use the following grievance procedure. This grievance procedure is intended as the exclusive procedure for resolving all questions and complaints, etc., other than those arising solely under some federal, state or local law. (For example, we would expect you to use this procedure to resolve a discrimination or harassment issue since those subjects are covered by the Handbook as well as by federal and state laws.)

How Does The Grievance Procedure Work?

An employee having a complaint or question concerning any matter relating to wages, hours or working conditions (including termination of employment or any other discipline, any aspect of the position, an employee's relationship with the Company or a coworker, etc.), or the interpretation of any of the provisions of this Handbook or any of the Company's policies or rules, must submit the matter through the Company's Grievance Procedure for final and binding resolution:

- STEP 1: Since your recruiter is often in the best position to help, your first step generally is to discuss the problem with them. You must discuss the problem with your recruiter within five workdays of the occurrence of the complaint or problem (or when you knew or should have known of its occurrence). Your recruiter will give you a response within one workday. This response will either propose a solution, or will identify the steps that need to be taken and the anticipated time that will be required to reach resolution.
- STEP 2: If you are not satisfied with the response, the next step is to take the matter to Management within five workdays. If Management concludes that your grievance or complaint may have merit, they will meet to discuss the issues and normally will provide you with a written answer within ten working days.

We may need to extend the time for our response at one or more steps in unusual circumstances (for example, where more time is needed to investigate your complaint) but you will be informed of any delay.

What If I Am Uncomfortable With Some Of The Steps Of The Grievance Procedure?

We realize that there may be situations when you may feel that one or more of the individuals who would hear your grievance at one or more of the steps in our procedure is the cause of the problem or does not have the authority to help or answer your questions. In these unusual situations you may present your question or complaint directly at the next step (see steps above). Also, in situations involving possible discrimination or harassment, you may always refer the matter directly to any member of Management.

What Is The Effect Of A Decision (Or Failure To Appeal)?

Our answer at any step is final and binding on all of us unless the matter is appealed to the next step within the time limits. Our Management's answer will be similarly final and binding.

Suggestions

If you have any suggestions or ideas that you feel would benefit MICI, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Company and its employees.

OUR POLICY AGAINST DISCRIMINATION AND HARASSMENT

Our Commitment

We are committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, sexual orientation, national origin, marital or veteran status, physical or mental disability, on-the-job injuries, age, or any other protected status, unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. We are also ABSOLUTELY committed to providing a work environment that is free of ALL forms of prohibited harassment. We will not tolerate the harassment of our employees by anyone — supervisors, coworkers, clients or vendors.

If you believe you may need reasonable accommodation for a disability or time off from work because of your religious beliefs or practices, you should discuss the situation with Management.

What Is Sexual Harassment?

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

This means no sexual or sexist language, jokes or innuendo; nude or obscene cartoons, drawings or photographs; profanity, whistling or cat-calling; staring or leering; pinching, patting, inappropriate touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

What About Other Types Of Harassment?

We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex, or any other legally protected characteristic or status.

This means no “ethnic jokes;” religious slurs; use of offensive “slang” or derogatory terms, slurs or profanity denoting race, age, national origin, disability, etc.; mimicking one’s speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

How Do I Report Prohibited Harassment?

If you believe that you have been harassed, witness or suspect any violation of this policy, you may report the matter to your supervisor or to your recruiter. If you are uncomfortable doing so at those levels, regardless of the reason, you should report it directly to any member of Management. Please bring a coworker with you if that would make you feel more comfortable. No employee will be discriminated or retaliated against for bringing a question or complaint to our attention or for bypassing the chain of command.

All employees, supervisors and managers are required to support both the letter and spirit of this policy. The Management Team is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as is possible under the circumstances. Appropriate corrective action will be taken, up to and including termination, when violations have occurred. For further information, or to report any problems or complaints relating to discrimination or harassment, contact any member of Management.

What About Other Inappropriate Behavior?

When an investigation results in the discovery of conduct that does not rise to the level of a violation of this policy, but is nevertheless inappropriate, the Company will take appropriate corrective action up to and including termination.

RELIGIOUS ACCOMMODATIONS

MICI respects the religious beliefs and practices of all employees. The Company will make, upon request, reasonable accommodations for the known religious beliefs or practices, including religious dress and grooming requirements, of an applicant or employee, unless undue hardship would result or the accommodation poses a direct threat to the health and safety of the applicant or employee, co-workers, or others. If you believe you require an accommodation, it is critical that you notify the Company as soon as possible. Please contact Paul Madden or Ken Madden if you believe you require accommodation.

DISABILITY ACCOMMODATIONS

MICI is committed to making reasonable accommodation, in accordance with the law, for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. MICI also wishes to participate in a timely, good faith, interactive process with any disabled applicant or employee to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodation. Applicants and employees are invited to identify reasonable accommodations that can be made to assist them to perform

the essential functions of the position they seek or occupy. If you believe you require an accommodation, it is critical that you notify the Company as soon as possible. Please contact Paul Madden or Ken Madden if you believe you require accommodation.

COMPENSATION POLICIES

What About The Pay Period And Paychecks?

The standard pay period is weekly (Monday through Sunday). Pay advices will be available online each Thursday. Please contact our office on how to access this information online. When a payday falls on a holiday, paychecks will be distributed on the last working day prior to the holiday. Any questions about your paycheck should be directed to our payroll department.

How Do I Report My Time?

Each employee is responsible for keeping track of their time worked on a daily basis and completing weekly timecard. These timecards should be signed by the client's supervisor and submitted by Monday by 5:00 PM for payment. Accuracy and timeliness in providing these records is essential to ensure proper pay. An employee who misrepresents the number of hours worked or fails to record or report all hours worked generally will be terminated.

What Gets Deducted From My Paycheck?

Your earnings and payroll deductions are shown on a voucher with your check. Deductions required or authorized may include:

- Federal Income Tax
- State Income Tax
- Social Security Tax
- Garnishments/Wage Attachments
- Retirement Plan
- Charitable Contributions
- Workers Compensation Insurance
- Insurance premiums

What About Overtime Pay?

An attempt will be made to plan overtime with consideration for employees and clients, but employees who are requested to work overtime will be expected to comply unless excused in advance by their supervisor.

Our overtime is paid at one and one half times the regular hourly rate for all hours worked over 40 in a work week. For overtime purposes the work week starts at midnight on Sunday and ends at 11:59 p.m. the following Sunday. Where required, daily overtime may also be paid for certain hours worked.

What About Show Up Time?

In some cases, and in the sole discretion of the Company, you may be paid two hours of show up time at your standard straight time rate in the event that you show up to a cancelled job. Likewise, in some cases, and in the sole discretion of the Company, you may receive four hours show up time at your standard straight time rate if the job is completed or cancelled before our four hour minimum is reached. Any payment for any time not actually worked does not count toward the 40 hour threshold for overtime pay.

Can I Get An Advance?

Pay advances will be granted at the discretion of the Company and only in cases of extreme emergency or personal hardship. These advances are always considered early payments for work that has already been completed by an employee and are not to be considered a loan made to the employee by the Company.

YOUR EMPLOYMENT RECORDS

What Happens To My Application?

Your employment application is a very important part of our hiring procedure and becomes a part of your permanent record. All information submitted on the application form (and any supporting documents or attachments) is subject to verification. Any falsification, misrepresentation or omission, or any misleading statements or omissions, generally will result in termination of employment, regardless of how or when discovered.

What Information Do You Need From Me?

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please notify us as quickly as possible:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Exemptions on your W-4 tax form
- Driving record or status of driver's license (if you operate any Company vehicles)
- Certifications or expiration of certifications

Can I See My Personnel File?

Your personnel file is available for review (except any references and other material exempt from disclosure under state law) by contacting Management to arrange for a mutually-convenient time. A Company supervisor may be present while you review your file. Of course, we will provide copies of personnel records or files as required by law, but you will not be allowed to remove any record or document from the file and may be asked to reimburse us.

What About Medical Information?

All medical information relating to employees, including any health insurance or benefit claims or on-the-job injury forms are maintained in a separate, locked confidential file with access limited as required by federal and state law. Information regarding any drug and alcohol testing is also kept in the confidential medical file.

RULES OF CONDUCT

What Do You Expect Of Employees?

Every employer has the right to expect certain basic standards of conduct and behavior from its employees, just as every employee has the right to expect the same of an employer and coworkers. Our fundamental expectation can be summed up in two words: Honesty and Integrity.

Unfortunately, there is no formula or set of guidelines that can “define” appropriate ethical and moral judgment in every situation an employee might face. Thus, we must depend upon your good judgment, common sense, and willingness to seek advice from others within the Company when difficult or confusing situations arise.

Our one absolute and unwavering expectation is that every employee, regardless of position or responsibilities, will conduct himself/herself with honesty and integrity in all matters and things. This not only means that falsification, misrepresentation and untruthfulness will not be tolerated, but that we cannot accept conduct, statements, and “omissions” which are misleading or distort the facts. This necessarily means that we expect employees to courteously and candidly cooperate in all Company investigations or inquiries.

Are There Any “Basic” Rules?

Many employers try to list some of the basic “rules of the road” in a handbook, and we have outlined some of our rules below for your convenience. Of course, this is certainly not a complete list of what we have the right to expect of each other or of coworkers. Keeping in mind that employment is “at will,” you should expect to be disciplined, up to and including termination, for any violation of these rules:

- Dishonesty, including, but not limited to, falsification, misrepresentation, alteration or omission of information in Company interviews, investigations, and on Company records (such as employment applications, sales records, production and maintenance records, timesheets, timecards, work orders, benefit enrollment records, invoices, medical history records, attendance records, accounting and expense reports, accident reports, and health insurance claims). This also includes violations of our “honesty in all things” standard (described above).
- Violating our equal employment opportunity and harassment policy.
- Failing to courteously cooperate in any requested search or inspection.
- Theft, damage, destruction, or possession without proper prior permission, of Company property or the property of other employees, clients, or others.
- Falsifying or misrepresenting hours worked or failing to report all hours worked.
- Violating Company alcohol and drug policies.
- Possessing knives (except a penknife or small pocketknife), firearms, weapons, ammunition, fireworks, chemicals or explosives on Company property.
- Fighting, horseplay or words or conduct directed at supervisors, coworkers or clients which resulted in violent or unprofessional behavior or could have provoked or caused bodily injury or property damage or otherwise interfered with Company operations.
- Deliberately refusing to perform position assignments or to comply with supervisory requests or instructions except in circumstances when there is a reasonable belief that serious bodily injury might result.
- Unethical, indecent or criminal conduct while on Company property or time (such as on clients’ premises) or in other circumstances which might adversely reflect upon the Company’s reputation or interests.
- Threatening, intimidating, coercing, or using profane or abusive language to any employee, supervisor, client or others.
- Careless, reckless, or intentional conduct, or refusal or failure to follow instructions that could potentially result in bodily injury or contamination, defacing, wasting or damage to Company property or the property of others.
- Sleeping or deliberately restricting productivity or encouraging others to do so.
- Refusing to courteously cooperate in any Company investigation, including discussing the investigation or interview with other employees unless authorized to do so.

- Unauthorized release of confidential, sensitive, or proprietary information, and unauthorized use of (or accessing of information in) computer systems, or fax machines, copiers or telephones and/or placing unreported long-distance personal telephone calls.

You generally will be subject to some form of discipline other than termination for any violation of these rules:

- Violating any of the rules, procedures or conditions governing leaves of absence.
- Violating attendance, tardiness, timekeeping or call-in rules or procedures.
- Incompetence, inefficiency, neglect of duties or lack of application to the position.
- Violating or disregarding any known, posted or generally accepted safety rule or practice.
- Failing to immediately report on-the-job injuries or unsafe equipment or conditions to a supervisor or manager.
- Doing personal work or conducting personal business on Company time without prior permission of a supervisor.
- Disregarding standards of acceptable conduct, dress, hygiene and grooming.
- Smoking in prohibited areas on our or clients' property.
- Violating or disregarding our policies governing solicitations, visitors and bulletin boards.
- Engaging in any business or other activity that potentially involves a conflict of interest, the appearance of a conflict and/or that reflects adversely upon the Company or is detrimental to its reputation or interests.

Again, these are only examples of conduct or behavior that could result in discipline and/or termination of employment. Specific rules on specific subjects appear elsewhere in this Handbook.

OUR ATTENDANCE EXPECTATIONS (including personal and medical appointments)

We place a very high value on attendance and punctuality because we cannot operate efficiently without your being at work and available on time every day.

What If I Can't Come To Work Or May Be Late?

It is your responsibility to notify Madden Industrial Craftsmen at least **two (2) hours** prior to your starting time if you are going to be absent or late. Our answering service is available 24 hours a day to take your call. Limited exceptions to this rule may apply to unforeseeable absences for which you are eligible to use accrued and available Paid Sick and Safe Time ("PSST"). In such cases, you are still expected to comply with this policy to the extent possible. However, if you cannot reasonably comply, you must give notice as soon as practicable. Please see our PSST policy. Of course, if you know in advance that you will need to be absent, you are required to request the time off. You must call in each day you will be absent unless you are told otherwise or you have been granted a leave of absence. (If you are unable to personally call because of an emergency, have someone call for you.) It is every employee's responsibility to have available current telephone number(s), know the designated timeframes and to notify their recruiter or designee.

Employees who are absent without notifying us will be considered to have voluntarily quit. Employees who violate any of our call-in rules generally will be disciplined.

NOTE: An employee who calls in to say he/she will be late and does not report to work at the time he/she indicates will be charged with a call-in violation. An employee will also be disciplined based on the total number of violations even if he/she did not receive all of the disciplinary steps.

ALCOHOL AND DRUG POLICY

NOTE: This policy applies to all Company employees. Our objective is to establish and maintain high minimum standards for all employees, so in any situation where some outside law or contract imposes higher standards on our employees than this policy, the higher standard will apply. Any of the provisions of this policy which violate any law or contract will not apply.

Are All Employees Subject To This Policy?

Yes, but any employees who are required to have CDL licenses are also subject to all applicable federal and state alcohol and drug rules, including testing. Thus, as an example, a CDL holder could be subject to testing under the terms of this policy as well as under federal and state rules.

Why Does The Company Have An Alcohol And Drug Policy?

In 1988 Congress enacted the Drug-Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. We agree with that goal. For that reason, we expect all employees to work alcohol and drug-free.

What Are The Company's Views On Alcohol And Drug Use?

We encourage employees with possible alcohol or drug problems to seek voluntary counseling and treatment. If you believe you may have a problem, you may always seek help on your own. You may also seek help without your supervisor's knowledge or approval by talking with Management.

IMPORTANT: No employee will be disciplined or discriminated against simply for seeking help. However, an employee who violates this policy, regardless of the employee's participation in a treatment or rehabilitation program, is subject to discipline.

What If I Believe I Could Have A Problem With Alcohol Or Drugs?

You are responsible for following all of our work and safety rules, and for observing the standards of behavior an employer, coworkers, and clients have the right to expect from you.

In addition, if you believe you may have a problem with alcohol or drugs, you are responsible for seeking assistance, whether from or through the Company or any other resource, before an alcohol or drug problem adversely affects your work performance or results in a violation of this Policy. Our supervisors and members of Management are also available to help you obtain information on assessment, counseling and treatment resources, and to identify any Company programs or benefits that may be available.

You can also help coworkers who may be developing an alcohol or drug problem by calling it to their attention and urging them to deal with it. You can do that directly or by calling the problem to our attention. Your identity will be kept as confidential as is possible under the circumstances. We will simply tell the coworker that others are concerned that he/she may be developing a problem that needs attention.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon:

- Entering into and completing a treatment program (including all follow-up recommendations) approved by the Company, and

- Signing and living up to the terms of a “performance agreement.” An employee who voluntarily seeks help before any work-related problems arise may also be required to enter into a performance agreement to maintain employment.

Do You Mean No Alcohol Or Drugs Just While I’m At Work?

No! This policy and each of its rules apply whenever an employee is on or in Company property, surrounding grounds and parking lots, leased or rented space, Company time (including breaks and meal periods), in any vehicle used on Company business, and in other circumstances (such as on client premises or at business or sales functions or conferences and when representing the Company) we believe may adversely affect our operations, safety, reputation or the administration of this policy. (NOTE: It is never acceptable to use illegal drugs or to have alcohol or illegal drugs in your system while working.)

What Are The Specific Rules?

What follow are very important rules and an employee who violates any one of them should expect to be terminated.

1. **Alcohol.** An employee may not possess, use, transfer, offer or be under the influence of any intoxicating liquor. We also believe it is unprofessional for any of our employees, regardless of position, to have the odor of alcohol on their breath or clothing during the workday except in authorized social or business situations. An employee whose alcohol content is .01 (blood or breath) or more or 10 mg/dl (urine) will be deemed “under the influence.”
2. **Drugs.** An employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or any similar substance and also may not have any drugs or similar substances present in the body. Thus, an employee who tests positive violates this rule. IMPORTANT: The “possession” and “use” parts of this rule obviously do not apply to over-the-counter medications possessed and used in compliance with Rule 5 below.
 - “Drugs and similar substances” include legal and illegal drugs and similar substances, such as marijuana (whether medical or recreational in nature), cocaine, heroin, peyote, opiates, phencyclidine (PCP or angel dust), amphetamines, designer drugs, and “controlled substances” (as defined in Schedules I-V of Section 202 of the Controlled Substances Act and the applicable regulations), as well as legal drugs which have been obtained or used illegally (for example, using drugs prescribed for someone else or for other than prescribed purposes).
3. **Alcohol Containers and Drug Paraphernalia.** An employee may not possess or control alcohol containers (cans, bottles, etc.) or any drug paraphernalia. “Drug paraphernalia” means equipment, products and materials of any kind which are marketed, designed for use, or used in connection with anything from the planting to the manufacturing, packaging, selling, concealing or introducing into the body any illegal drug.
4. **Alcohol- and Drug-Related Arrests and Convictions.** An employee must notify a member of Management of any citation, arrest, conviction, guilty or no-contest plea, or forfeiture of bond or

bail under any criminal drug law within five days of the event so we can review the circumstances to see whether we feel a violation of this policy has occurred. A citation, arrest or

conviction may also result in a request for a drug test and/or that an employee signs a performance agreement as a condition of continued employment.

If an employee's position involves driving in any vehicle on Company business, the employee must notify any member of Management of any alcohol- and/or drug-related citation, arrest or conviction. (This includes any non-work-related citations, arrests and/or convictions.) This allows us to review the circumstances to see whether a violation of this policy has occurred, and to decide whether we want the employee to continue driving on our behalf.

5. **Legal Drugs/Prescriptions/Over-the-Counter Medications.** We recognize that the use of any drug or similar substance, legal or illegal, can adversely affect an employee's work performance and safety. Of course, there are many situations where employees can safely perform their positions while taking prescribed drugs and over-the-counter medications. Please check the potential effects of prescribed drugs and over-the-counter medications with your doctor or pharmacist before starting work, and to immediately let your supervisor know when such use makes it unsafe for you to report for work or to do your position.

We also recognize that misuse of legal prescriptions is a common form of drug abuse. Thus, we expect employees to only use medicine that has been prescribed for them, to follow the doctor's instructions, and to keep it in its original container (or have a copy of the prescription in their possession). The container or prescription must identify the drug, the date of the prescription, and the prescribing physician's name. We also expect all over-the-counter medications to be kept in their original containers.

Some states have legalized marijuana possession and/or use in small amounts or for medical and/or recreational purposes. However, marijuana remains unlawful for any purpose under federal law. For that reason, the Company will not accommodate an employee's use of marijuana for any reason, and the drug is prohibited under this policy.

Depending upon the violation, we may also request the assistance of or an investigation by appropriate law enforcement agencies.

When Do You Test Employees For Alcohol And/Or Drugs?

The Company will select a licensed laboratory to perform testing for drugs and alcohol in conformance with applicable local laws and requirements. The laboratory will perform a confirming test when an initial test result is positive, using the best available technology, as designated by the appropriate state authority.

Except as otherwise required or prohibited by law, an employee may be subject to testing in the following circumstances:

Periodic Testing: We may test all Company employees up to 12 times in any 12-month period without notice (in addition to any testing conducted under any other section of this policy).

Blanket Testing Prior to Hire: An employee may be tested prior to working at a client company.

Blanket Testing Prior to a New Client Assignment: An employee who has been test previously may be retested if the client's testing requires the testing to be within a designated period of time and the last drug test performed is not within that period of time.

Blanket Testing Prior to Going Temp-to-Hire With a Client: An employee may be tested at the completion of the temp-to-hire period as a condition of employment with the client company.

“Probable Cause” Testing: If we have observable, objective evidence that give us a reasonable basis to suspect that an employee may be impaired or affected by drugs or alcohol in the workplace in violation of this policy, we may require testing; for example, testing may be required as a result of any one (or any combination) of the following:

- Observable symptoms of use or of being under the influence of alcohol or drugs;
- The odor or smell of alcohol or drugs on the employee’s breath or clothes or in an area (such as in a vehicle, office, work area or restroom) immediately controlled or occupied by the employee;
- Alcohol, alcohol containers, illegal drugs or drug paraphernalia in the employee’s possession or in an area (such as in a vehicle, office, work area, desk, or restroom) immediately controlled or occupied by the employee;
- Unexplained significant deterioration in position performance;
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
- Evidence that the employee may have tampered with a drug test;
- Criminal citations, arrests or convictions (including guilty and “no-contest” pleas and forfeitures of bond or bail) involving alcohol or drugs or the identification of an employee as the focus of a criminal investigation into controlled substance possession, use or trafficking;
- Unexplained or suspicious absenteeism or tardiness;
- Credible reports of drug or alcohol possession or other violations of this policy;
- Employee admissions regarding drug or alcohol use; and/or
- Unexplained absences from normal work areas when we suspect drug- or alcohol-related activity.

Again, these are examples of situations in which we may require testing. In deciding whether to make such a request, we will take into account the facts and circumstances of each particular case.

If I’m Asked To Test, What Does The Company Expect?

An employee who fails to cooperate in the administration of this policy generally will be terminated. This includes such things as:

- Refusing to consent to testing, to submit a sample, or to sign any required forms;
- Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of untruthfulness, misrepresentation or any misleading statements or omissions);
- Any form of dishonesty in the investigation or testing process (including switching, adulterating, or in any way tampering with the requested sample(s) or otherwise attempting to manipulate the testing process);
- Refusing to test again at a time of the Company’s choosing whenever any test results in a finding of a dilute sample;
- Testing “dilute” on any requested retest after an initial dilute result; and

- Failure to accept a referral, to enter into and complete an approved treatment program (including any follow-up recommendations), or to sign or adhere to the commitments in the performance agreement.

What If I Test Positive Or Dilute?

An employee who tests positive for alcohol or drugs in violation of this policy (or has a second dilute test) normally will be suspended immediately pending possible termination. In some cases we may offer referral to an assessment program. If the assessment indicates that the employee is a likely candidate for treatment and rehabilitation, the Company may allow the employee to maintain employment by entering into and completing a treatment program (including any follow-up recommendations) approved by the Company. The employee must also sign a “performance agreement.”

If I Test Positive Or Dilute, Can I Appeal?

All alcohol and drug testing will be done by a clinic, hospital and/or laboratory selected by the Company. An employee who has been tested will be told when to contact the Company for further instructions and will then be told the test results. An employee who tests positive (or has a second dilute test) will have 15 calendar days (from the day the test results are communicated) to explain the result and/or request reconfirmation of the same specimen by our laboratory. (You need to contact the Safety Coordinator directly if you want to explain the results and/or request a reconfirmation.)

Who Pays For The Testing And Any Lost Wages?

The Company will pay the cost of the initial test and a confirming test, and the time spent testing will be considered work time for which you will be paid.

What About Confidentiality?

All test results will be maintained in a secure file other than the employee’s personnel or medical file and will only be communicated on a business “need to know” basis.

But What If I Am In A Situation The Rules Don’t Cover?

We recognize that situations will arise which are not specifically covered by this policy and these guidelines (for example, situations involving employees who have been charged, convicted, pled no contest or forfeited bond or bail, to drug-related charges). We will deal with them on a case-by-case basis taking into account such things as the nature of the situation or problem, the potential impact on coworkers and this Alcohol and Drug Policy, the employee’s prior employment record and position assignments, and the potential impact on production, safety and client or public perceptions of the Company. Thus, in circumstances we deem appropriate, an employee could be required to submit to alcohol and/or drug testing in circumstances other than those identified above.

COMPANY RULES AND REGULATIONS

Every organization has certain guidelines which were developed to reflect good business practices. We wish to define the general guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.

- Courteous and helpful, both when dealing with clients and with other employees.

Consideration for Smokers and Nonsmokers

Employees are requested to confine smoking to outside the building and in designated smoking areas. Smokers are further requested to have consideration for their nonsmoking coworkers. Where state or local ordinances are in effect, they will be observed.

Dress Code

What we wear to work is a reflection of the pride we have in the Company. To favorably impress our clients, members of the public and industry representatives, it is important for all employees to present a business-like appearance. However, in case there are questions, here are some guidelines:

- Clothing must not constitute a safety hazard. Safety and position responsibilities will dictate different standards of dress for employees in different positions and/or departments, and your supervisor will provide you with the appropriate guidelines.
- All employees should practice common sense rules of neatness, good taste and comfort.
- Any visible tattoos or body piercing (other than conservative earrings for women) are not allowed for positions involving public contact.

Personal Mail

Receipt of personal mail or packages at the office is discouraged. When such mail is received, every reasonable attempt will be made to deliver it unopened to the addressee.

Keys and Other Company Property

As appropriate, keys will be issued to employees by supervisors. These must be safeguarded, and must be returned with all other Company property upon termination of employment. Duplication of any key is grounds for immediate dismissal and prosecution.

Social/Recreational Activities

Participation in all off-duty social or recreational activities, such as Company picnics or other get-togethers, are entirely voluntary. Participation or non-participation will not have any effect on your wages, hours or working conditions or present or future employment opportunities.

Voting

Our policy is to encourage its employees to participate in the election of government leaders. Therefore, adequate time off is allowed from the beginning or end of the workday to exercise this right. If the employee otherwise will be unable to vote, he/she may wish to inquire of their Registrar of Voters about the possibility of voting by absentee ballot.

Please be sure to schedule this time off with your supervisor to ensure proper coverage of your work station.

Outside Employment

In order to evaluate potential conflicts, an employee must notify his/her recruiter before engaging in any outside employment, including self-employment, or any other activity (such as volunteer work) that might conflict with responsibilities at MICI because of the nature of the duties, the days or hours of work, the persons for whom the activity is performed, etc.

Proprietary Information/Confidentiality

The Company has developed certain proprietary practices and processes that are unique to the Company. Keeping such information from competitors plays an important part in our success.

All confidential and proprietary information including this Employee Manual, wage rates or employee assignments may not be disclosed or disseminated to or for the benefit of anyone outside the Company without our advance written consent and this obligation continues during the entire period of employment as well as thereafter. Of course, upon termination for any reason, employees are required to return all confidential (or other business) information in their possession or control.

Violations of this policy, whether intentional or otherwise (such as discussing our operations with people outside the Company), could result in immediate termination as well as in legal action against the violator.

Nothing in these policies in any way waives, restricts or limits our preexisting common law or statutory rights on these subjects.

Notice of Immunity under the Federal Trade Secrets Act of 2016: The federal Federal Trade Secrets Act of 2016 provides immunity to Company employees, contractors, and consultants in certain circumstances for limited disclosures of a Company Trade Secret. "Trade Secret" means information defined as a trade secret by a state Trade Secrets Act, the Federal Trade Secrets Act of 2016, or other applicable law. Company employees, contractors, and consultants may disclose a Trade Secret: (a) in confidence, either directly or indirectly, to a federal, state, or local government official, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; or (b) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Additionally, Company employees, contractors, and consultants who file retaliation lawsuits for reporting a suspected violation of law may also use and disclose related Trade Secrets in the following manner: (a) the individual may disclose the Trade Secret to their attorney; and (b) the individual may use the information in related court proceeding, as long as the individual files documents containing the Trade Secret under seal, and does not otherwise disclose the trade secret except pursuant to court order.

Telephone Use

Telephones are a vital part of our business since much of our business is handled on the phone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long distance calls not billed to the employee may not be made without maintaining accurate records and reimbursing the Company for the cost of the call.

SOLICITATIONS AND BULLETIN BOARDS

What Is "Solicitation"?

Employees who are working should not be disturbed, interrupted or disrupted by solicitations or the distribution of literature. For that reason, these rules apply:

- Nonemployees may not solicit employees or distribute literature on our property at any time.
- An employee who wishes to solicit or distribute literature to other employees by or on behalf of any individual, organization, club or society may do so only during times when he or she is not to be working (e.g., break periods and meal times) and may not solicit or distribute literature to employees who are or should be working.
- The distribution of literature in work areas is prohibited at all times, but distribution is allowed in established break areas or lunchrooms.
- Certain types of material including obscene, profane or inflammatory items and political advertisements or solicitations will not be permitted.

Do We Have Company Bulletin Boards?

We use our Company bulletin boards to keep you up-to-date and to post notices and information required by law. We also use them to announce activities and other items of interest, so it is a good idea to check the bulletin board regularly for information that may be of importance to you.

HOLIDAYS

Which Holidays Are Paid?

We have seven (7) paid holidays:

- New Year's Day
- Independence Day (4th of July)
- Thanksgiving Day
- Christmas Day
- Memorial Day
- Labor Day
- Day after Thanksgiving

If the holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or on the customary day.

Will I Get Holiday Pay?

Madden Industrial Craftsmen recognizes New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day as paid holidays. Employees working 440 hours within the period 90 days directly before the holiday, working the scheduled week of the holiday, and who have worked the day before and after the holiday as well as having been continuously on assignment for the thirty (30) days prior to the holiday shall receive eight (8) hours of pay at the straight-time rate when not required to work on the holiday or receive eight (8) hours pay at the straight time rate plus time and one-half (1 ½) times the straight-rate for all hours worked on the holiday.

How Is Holiday Pay Calculated?

Eligible employees will receive eight hours' pay at their regular straight-time hourly rate of pay for the position held immediately prior to the holiday.

What If I Work On A Holiday?

Eligible employees who work on the day a holiday is observed will receive one and one-half times their regular straight-time hourly rate of pay for all hours worked. This will be in addition to holiday pay if eligible.

What About Other Holidays?

Employees who need time off to observe other holidays, such as days of worship or commemoration, will normally be permitted to do so provided their absence does not result in an undue hardship to the Company or Client. Employees may take the time off as an unpaid, excused absence.

OTHER EMPLOYEE BENEFITS

We are proud of the benefits we offer to employees. The Company reviews its benefit programs on an ongoing basis and the programs obviously are subject to change, but the following outlines our programs as of the date this handbook was prepared. Many of the programs are described in detailed summary plan description (SPD) booklets. More specific information, including the SPD booklets is available from Beaverton Office. In the event of any inconsistency between this outline and an SPD booklet, the SPD will control.

What Medical/Dental Coverage Is Available?

All full-time employees are eligible for group medical and dental coverage on the first day of the month following 60 days service and having worked a total of 240 hours. You will be sent an enrollment packet when you become eligible and will have **30 days** from the first day of the month following the date of eligibility to complete and return enrollment forms. Applications not received within the 30 day period will not be accepted and you will have to wait until the annual open enrollment. Eligible employees may enroll their eligible spouses and dependents for coverage. The Company generally will contribute toward the cost of an eligible employee's own coverage. The company will not contribute towards the cost of coverage for an eligible employee's spouse or dependents.

Eligibility for health benefits cease on the first day of the calendar month following the termination of employment.

If an employee has worked less than 80 straight time hours in the previous month the company will cease contributions to the health plan on the employee's behalf for the ensuing month. The employee may continue health benefits under the COBRA Plan. If the employee returns to working more than 80 hours in a month within 90 days they will be reinstated the first of the following month, if they have maintained their COBRA payments. Otherwise they will need to satisfy the 90 days and 240 hours requirements.

What If I Want To Add Coverage After The Annual Enrollment Period?

If you declined coverage under our plan because you had other coverage, a new federal law (the Health Insurance Portability and Accountability Act) allows you to specially enroll yourself and any spouse or dependents if you apply within 30 days of loss of the other coverage, and the reason for the loss of other coverage is loss of eligibility due to termination of employment, reduction in hours or staff, divorce, legal separation or death (but not failure timely to pay for such coverage or for cause), cessation of employer contributions or exhaustion of continuation coverage rights. If you gain a spouse or dependent by marriage, birth, adoption or placement for adoption, you may specially enroll yourself and the new spouse or dependent if you apply within 30 days of the marriage, birth, adoption or placement for adoption.

Can I Continue Medical Coverage After I Leave?

If your employment terminates for a reason other than gross misconduct, or if your spouse or dependent loses coverage under our plan, you or your spouse or dependents may be eligible to continue coverage under our plan, at your own expense, for a period of time. You have a limited time in which to notify the plan administrator of an event causing loss of coverage, to elect continuation and to make your payment. These rules are described in the SPD and in a separate notice. If you need another copy of the SPD or notice, please contact our Beaverton Office. In addition, please see the section on "What Is 'Portability' Coverage?" below.

What Is “Portability” Coverage?

If you lose coverage under our group health plan, you may be eligible to purchase an individual health insurance policy from an insurance company or through the insurance department of the state in which you live. Not everyone is eligible for this “portability” coverage, and there may be time limits on when you must apply for the coverage even if you are eligible. The coverage will almost certainly differ from the coverage under our group health plan, and the cost of coverage may be significantly different as well. The rules governing portability coverage are complex, so please contact a representative of the Insurance Commissioner for the state in which you live for more information. Your state’s insurance department may have a website containing general information as well. You may be able to find such a website through the website for the National Association of Insurance Commissioners: <http://www.naic.org/1regulator/usamap.htm>.

Is There A Retirement Plan?

The Company maintains a 401(k) plan for eligible employees. This is described in a “summary plan description” (SPD), which you will be sent when you are eligible.

You direct how your accounts in the plan are invested among funds established by the plan administrator. For information about the investment funds, and how to select and change your plan investments, please contact our Beaverton Office.

Workers’ Compensation Insurance

All on-the-job injuries and illnesses are covered by the Company’s workers’ compensation insurance. An employee injured on the job will be paid through the end of the hour during which the injury took place. An injured employee who is hospitalized on the day of the injury receives no further wages but may receive benefits through workers’ compensation. MICI and its insurance carrier shall not be responsible for the payment of workers’ compensation benefits for any injury which arises out of an employee’s voluntary participation in an off-duty recreational, social or athletic activity which is not part of the employee’s work-related duties.

LEAVES OF ABSENCE

What If I Need To Miss Work?

We know that from time to time you may need to miss work for brief (or even extended) periods of time for good reasons. The Company’s Paid Sick and Safe Time (“PSST”) benefit, described below, can be used when you need to miss work because of an illness or for other qualifying reasons that can vary depending on the locality in which you work (see your state addendum). Several different types of unpaid leave may also be available:

- Personal Leave
- Disability/Medical Leave
- Bereavement Leave
- Military Leave
- Family and Medical Leave
- Leave to address instances of domestic violence, sexual assault, or stalking
- Jury Duty Leave

The type of leave and your locality may determine which employees are eligible, the procedures to be followed to obtain the leave, whether the leave is paid or unpaid, and the effect of the leave on benefit accruals, benefits and reinstatement rights.

What Is Paid Sick and Safe Time (“PSST”)?

There are state and local laws which mandate a paid leave benefit that employees can use when they need to miss work because of illness and other qualifying reasons. To determine your eligibility for a PSST benefit, please refer to your state addendum, where the benefit will be outlined in detail. If you have any questions about your potential eligibility for PSST, an unpaid leave, or your benefits and responsibilities while on a leave, please call our Beaverton Office.

NOTE: The PSST benefit replaces the Paid Time Off (“PTO”) benefit offered in earlier versions of this Handbook. If you have accrued PTO, you will not continue to accrue PTO as of the effective date of this Handbook. However, you will be permitted to schedule and use any accrued and unused PTO under the terms applicable at the time the PTO was accrued by you.

What Is Personal Leave?

Regular employees may be eligible to take a personal leave for what the Company considers compelling personal reasons. Among the factors which determine whether a personal leave will be granted are:

- The reason for the request;
- Your overall length of service;
- Your performance, attendance, safety, and disciplinary history and/or records;
- Your location and/or position job;
- Your commitment to return to work immediately following expiration of the leave; and
- Efficiency of operations.

Personal leave will not be granted for more than a cumulative total of 30 calendar days within any 18-month period. Personal leave which has been granted for a shorter period may be extended up to a total of 30 calendar days, provided that you request the additional time prior to expiration of the original leave and granting it is appropriate under these standards.

Personal leaves are unpaid and you must use all accrued PSST before taking unpaid time off. Benefits do not accrue while an employee is on personal leave.

Family Medical Leave Act (FMLA)

MICI has established the following Family and Medical Leave Policy in accordance with the federal Family and Medical Leave Act of 1993 (FMLA). FMLA is a federal law that applies to each Company office that has 50 or more employees within a 75-mile radius. This policy specifically describes the provisions of the FMLA and how they will be administered in covered offices. Some cities where MICI has employees have similar state or local laws. If an employee is covered by any such state or local law, the Company will follow the law that applies to that employee. Please refer to state-specific addendums for information about other relevant policies. Regardless of the type of leave, however, the first step is generally the most important one: Notify the Company of your need for leave as soon as possible.

Employee Eligibility for FMLA Leave

To be eligible for FMLA leave, an employee must satisfy two conditions:

- Have been employed by MICI for at least months; and

- ❑ Have worked at least 1,250 hours in the 12 months before FMLA leave begins. (When determining whether this eligibility requirement has been met for employees returning from military obligations, the employee will be credited with hours of service that would have been performed but for the period of military service.)

Circumstances Qualifying for Leave

In general, in circumstances applicable to the federal Family Medical Leave Act, an eligible employee may take unpaid leave for up to 12 work weeks within the relevant 12-month period, under the following circumstances:

- The birth and care of a child, adoption or placement of a foster child in the employee’s home;
- An employee’s “serious health condition” that results in the employee’s incapacity or that requires treatment;
- To provide care for a member of the employee’s immediate family (spouse, qualifying domestic partner, child or parent) with a “serious health condition”;
- To provide care on behalf of an immediate family member called to active duty in the National Guard, Armed Forces or Reserves. (Employee must meet the Qualifying Exigency* requirements. See paragraph below.)

Leave for a Child’s Birth or Placement for Adoption or Foster Care

Eligible employees may take up to a maximum 12 weeks of unpaid FMLA leave during a rolling 12-month period, measured backward from the first day the employee uses FMLA, to bond with and care for, a newborn or a child placed with the employee for adoption or foster care. This leave also covers activities related to an adoption or foster placement, such as counseling sessions, court appearances, consultations with lawyers or doctors, and/or travel. Spouses employed by the Company are entitled to a combined total of 12 weeks of leave for this purpose. The leave(s) must be completed within the first 12 months after the child’s birth or placement.

Leave for an Employee’s Own Serious Health Condition

Eligible employees may take up to a maximum of 12 weeks of unpaid FMLA Leave during a rolling 12-month period, measured backward from the first day the employee uses FMLA, for a serious health condition that results in the employee’s incapacity or that requires treatment.

“Serious health condition” means any illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity (such as inability to work, attend school or perform other regular daily activities) or treatment connected with inpatient care (an overnight stay) in a hospital, hospice or residential medical care facility, as well as any period of incapacity or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider that includes any period of incapacity
 - lasting more than three consecutive full calendar days that requires treatment by a health care provider within the first seven days; or
 - a second provider visit within the first 30 days after the first day of incapacity (unless circumstances beyond the employee’s control – such as the provider’s lack of available appointments – prevent the follow-up visit from occurring as planned); or
 - a continuing regimen of treatment under the health care provider’s supervision; or
 - caused by pregnancy or prenatal care (a visit to the health care provider is not necessary for each absence); or
 - caused by a chronic serious health condition that requires treatment by a health care provider at least twice per year (not for each absence), continues over an extended period

(including recurring episodes of a single underlying condition), and may cause episodic rather than continuing incapacity (as can happen, for example, with asthma, diabetes or epilepsy); or

- caused by a permanent or long-term condition (such as Alzheimer's, a severe stroke or terminal cancer) for which treatment may not be effective (so only supervision rather than active treatment by a health care provider is required); or
- that involves absences to receive multiple treatments for restorative surgery or for a condition that would probably cause incapacity of more than three consecutive full calendar days if not treated (such as chemotherapy or radiation treatments for cancer).

Leave for a Family Member with a Serious Health Condition

Eligible employees may take up to a maximum of 12 weeks of unpaid FMLA leave for an immediate family member as defined above in the section "Circumstances Qualifying Leave" or as defined by state law. A son or daughter must be younger than age 18, unless incapable of self-care because of a mental or physical disability. In-laws are not family members for this FMLA purpose. Spouses employed by the Company are entitled to a combined total of 12 weeks of FMLA leave to care for sick parents, for the birth and care of a child, or for adoption or placement of a foster child in their home.

Military Family Leave for Qualifying Exigencies

Eligible employees may take up to a maximum of 12 weeks of FMLA leave during a rolling 12-month period, measured backward from the first day the employee uses FMLA, for one or more of the following qualifying exigencies related to a spouse, son, daughter or parent being on active duty or called to active duty status in the National Guard, Military Reserves, Armed Forces or Reserves, or Regular Armed Forces in support of a contingency operation:

- Military events and related activities (including official activities sponsored by the military, a military service organization or the American Red Cross and related to the covered military member's active duty or call to active duty);
- Child care and school activities (including arranging alternative child care, providing child care on an urgent or immediate-need basis, enrolling or transferring a child to a new school or day care facility, or attending meetings with staff at a school or day care facility);
- Financial and legal arrangements (including making these arrangements because of a covered military member's absence due to active duty or a call to active duty status);
- Counseling (for benefit of the employee, a covered military member or a child of a covered military member if counseling is needed as a result of a covered military member's active duty or call to active duty and is provided by someone other than a health care provider);
- Post-deployment activities (including attending arrival ceremonies and reintegration briefings or addressing issues resulting from a covered military member's death during active duty); and
- Any other activities MICI and an employee agree constitute qualifying exigencies.

An eligible employee whose spouse, son, daughter or parent is on active duty or called to active duty may take the following amounts of FMLA Leave for these qualifying exigencies:

- Up to seven calendar days prior to the date of a short-term deployment, calculated from the date notified of an impending call or order to active duty in support of a contingency operation; and
- Up to five days to spend time with a covered military member on each short-term rest and recuperation period during deployment.

Military Caregiver Leave

Eligible employees may take up to 26 weeks of FMLA leave during a single 12-month period, beginning on the first day of leave, to care for a current member of the Armed Forces, the National Guard or Reserves, or a member on the temporary disability retired list of the Armed Forces, the National Guard or Reserves (a "service member") who may be medically unfit to perform the duties of his or her office, grade, rank or rating because of an injury or illness:

- That was incurred in active duty and may render the service member unfit for duty; and
- For which the service member is undergoing medical treatment, recuperation or therapy or is on either outpatient status or the temporary disability retired list.

An employee may also take leave to care for family member who is a veteran undergoing medical treatment, recuperation or therapy for a serious injury or illness, and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

To take this leave, an employee must be the service member's spouse, parent, son, daughter or next of kin. Military caregiver leave, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Spouses employed by the Company are entitled to a combined total of 26 weeks of family leave for this purpose.

Reduced or Intermittent Leave

When medically necessary to address an employee's own serious health condition, to care for a family member with a serious health condition, or to care for a service member with a serious illness or injury, an employee may take FMLA leave intermittently or on a reduced-schedule basis.

The employee must make reasonable efforts to schedule medically necessary intermittent leave so it does not excessively disrupt MICI operations. An employee is also entitled to take reduced-schedule or intermittent leave for qualifying exigencies when necessary. The Company may transfer an employee to an alternative comparable position to accommodate intermittent or reduced-schedule leave and business needs.

Substitution of Paid Benefits for Unpaid FMLA Leave

Family Medical Leave is unpaid time off with job protection. However, if an employee has accrued Paid Sick and Safe Time ("PSST") or PTO, he or she will be required to use all accrued PSST and PTO during the FMLA period. An employee will receive information regarding their options from the Company at the time of their leave. If a PSST or PTO balance is not available, time taken off under FMLA will be unpaid. If applicable, an employee may also receive Short Term Disability (STD) or workers' compensation benefits during FMLA leave. If STD or workers' compensation benefits are approved, an employee will be required to use any accrued unused PSST toward any applicable waiting period.

An employee's total FMLA Leave, paid or unpaid, may not exceed 12 weeks (or 26 weeks to care for a service member with a serious illness or injury) in the applicable rolling 12-month period.

Notice and Certification Obligations to Apply for FMLA

All FMLA requests go to Paul Madden or Ken Madden. Employees must give at least 30 days' notice if the leave is foreseeable, or as soon as practicable when the leave is unforeseeable.

If the leave is unforeseeable, the employee must provide as much notice as possible – generally within one to two business days of realizing the need for leave. Whenever possible, employees should schedule medical treatments so as not to excessively disrupt MICI operations.

To apply for FMLA leave, an employee will be required to inform Paul Madden or Ken Madden and complete all required paperwork.

Leave-Specific Obligations

Not all notice obligations are the same for all types of leave requests. Consistent with applicable laws, the Company may ask for additional information to support requests for qualifying exigency or military caregiver leave, including confirmation of family relationship. At a minimum, however, employees should provide the following information when requesting FMLA leave for these purposes:

An Employee's Own or a Family Member's Serious Health Condition

To qualify for a FMLA Leave related to an employee's own or a family member's serious health condition, an employee must provide a written certification issued by a health care provider that includes the approximate date on which the serious health condition began, the probable duration of the condition, and the appropriate medical facts about the condition. The information to include in the certification varies depending on the type and reason for leave:

- If the leave is for planned medical treatment and will be taken on an intermittent or reduced-schedule basis, the certification must include the frequency and the duration of expected leave.
- If the leave is to care for a family member, the certification must state that the employee is needed to provide such care and estimate the amount of time needed for such care.
- If the leave is due to the employee's own serious health condition, the certification must identify which essential job functions the employee is unable to perform and indicate any other work restrictions and their likely duration.

Qualifying Exigency Leave

If an employee is requesting "qualifying exigency" leave, he or she must submit a certification showing that the spouse, son, daughter, parent or next of kin who is a covered military member has been called to active duty or notified of an impending call or order to active duty.

Military Caregiver Leave

If requesting military caregiver leave, an employee must provide the Company with a certification form completed by one of the authorized health care providers identified on the form (for example, a provider affiliated with the Department of Veteran Affairs, Department of Defense, DOD TRICARE, etc.).

Process for Evaluating Leave Requests

The Company will review and grant leave requests for qualifying reasons and for the period of time certified, subject to the limits established by the FMLA or applicable state law. Inability to provide sufficient and timely certification(s) may result in denial of the requested leave and could result in other employment consequences if the employee's absence is not otherwise approved.

The Company will notify the employee directly whether he or she is eligible for FMLA leave and whether the requested leave is designated and will be counted as FMLA leave.

The Company will advise an employee of any certification found incomplete or insufficient and will state in writing what information is needed to correct the problem. The employee will then have 7 calendar days to provide a corrected certification (unless this deadline is impracticable under the circumstances). After the employee has had an opportunity to correct the certification, the Company may contact the health care provider for clarification and/or authentication. Contact with the health care provider will be

made only with the employee's written authorization and will never be handled by the employee's direct manager.

An employee seeking additional FMLA leave for a previously certified condition must specifically mention the need for FMLA leave or the previous condition for which FMLA leave was used.

Recertification

The Company may require periodic recertification of a serious health condition and periodic reports during the leave regarding an employee's status and intent to return to work. An employee may be required to re-certify his/her need for leave every thirty (30) days, or whenever the employee requests an extension of leave, circumstances described in the original medical certification have changed significantly (such as the duration of the illness or unforeseen complications), or the Company receives information which casts doubt on the continuing validity of the medical certification. In addition, the Company may request that the employee provide annual certifications for medical conditions lasting longer than a leave year.

Second or Third Medical Opinions

In some cases, the Company may require periodic status reports and/or second and third opinions. To facilitate the process for a second or third opinion, an employee must authorize the release of relevant medical information to the health care provider supplying a second or third opinion if that provider requests records related to the condition for which leave is sought. If the employee does not comply, the Company may deny FMLA leave.

Benefits During FMLA Leave

During FMLA leave, a MICI employee will continue the same group-plan benefits received before leave began. If the leave is unpaid, the employee will be required to repay missed deductions upon their return from leave.

While on leave, employees will not accrue Paid Sick and Safe Time ("PSST") or benefits other than those required by law. The Company will continue all group health insurance coverage for employees and their dependents during FMLA leave for up to 12 weeks, provided that employees continue to pay their share of the insurance premiums, if any, during leave. Other benefits, such as pension, 401(k), life insurance, and Long-Term Disability will be governed in accordance with the terms of each benefit plan.

If you fail to return to work following the FMLA Leave period, the Company will discontinue these benefits. If you fail to return to work following the FMLA Leave period for any reason other than a recurrence or continuation of a serious health condition, we may recover benefit premiums paid during unpaid FMLA Leave periods.

Time Allotments for FMLA Leave

Except as otherwise provided in this policy, the 12-month period during which leave must be used will be based upon the first 12 month period measured backward from the first day the employee uses FMLA. Leave will be counted against the employee's federal or state leave entitlement, or both, when appropriate. For example, if the circumstances qualify the employee for family leave under both federal and state law, the period of leave will be charged against both the employee's federal leave allotment of 12 workweeks in a rolling 12-month period, and the employee's state leave allotment of 12 workweeks in a rolling 12-month period.

Reinstatement after FMLA Leave

Generally an employee returning from leave shall be reinstated to his/her former position or an equivalent position, as appropriate. However, an employee returning from FMLA leave for his/her own serious health condition should notify his/her supervisor of availability immediately upon being released

to return to work by the employee's health care provider. Failure to do so within two (2) business days of release to work may subject an employee to disciplinary action. The employee should also provide the Company with a certification from the health care provider confirming the employee's fitness to return to his/her normal duties (or any limitations if the employee's activities are limited) if the leave exceeded five (5) working days. Failure to provide a requested fitness-for-duty certification may result in denial of reinstatement until this certification is provided. An employee desiring to return from FMLA leave other than for a serious health condition prior to the date the leave was due to expire should give written notice to his/her supervisor of the desire to return to work, preferably at least fourteen (14) days, but no later than two (2) working days, prior to the desired return date.

If, while on a family or medical leave of absence, the employee pursues other employment outside of the Company or self-employment inconsistent with the stated need for time off, the Company will consider the employee to have resigned from employment.

Final FMLA Provisions

Employees who desire more than 12 weeks of leave within the applicable time periods, or who do not qualify for family or medical leave under state or federal law, may be eligible for additional non-FMLA leave. Please inquire with Paul Madden or Ken Madden.

Confidential medical information concerning an employee's family or medical leave will be kept separate from the employee's personnel file.

State laws may provide for leave in some circumstances not covered by federal law, including bereavement leave, illnesses of parents-in-law and more minor illnesses of children, and may allow for additional leave when pregnancy leave is followed by parental leave. For state specific policies, refer to state-specific addendums or contact Paul Madden or Ken Madden.

Questions relating to leave entitlements, benefits or compensation during approved leaves should be directed to Paul Madden or Ken Madden.

Exceptions to this policy will occur if necessary to comply with applicable laws. All exceptions to this policy must be reviewed in advance and approved by Paul Madden or Ken Madden.

What Is Disability Leave?

We recognize that employees may become temporarily or permanently unable to do their position for many reasons, including on- and off-the-job injuries, illnesses and other conditions (including pregnancy and childbirth). We also recognize that some disabled employees may be entitled to special treatment under federal and/or state laws (for example, federal or state family and medical leave and disability laws).

All employees who are not eligible for federal or state family leave, or were eligible and exhausted the maximum time available, may be eligible for disability leave under this policy when you become unable to perform one or more of the essential position duties for reasons such as serious personal illness, on- and off-the-job injuries; pregnancy, childbirth or related medical conditions; and surgery. Except as otherwise allowed by law, disability leaves for recovery from bona fide disabling illnesses or injuries are available for up to a cumulative total (including any family and medical leave time) of 24 weeks in any 18 months. Disability leaves are always granted for an estimated period of time. If you recover and are able to return to work earlier, or if your physician indicates that you will need more time off work than originally estimated, you must immediately call your supervisor so that we can make appropriate arrangements.

Disability leaves are unpaid and you must use all accrued Paid Sick and Safe Time (“PSST”) and PTO (if eligible to use it) prior to going on unpaid status. Some employees may also qualify for time-loss benefits under workers’ compensation.

We may attempt to provide temporary light-duty or modified work to employees who are released with restrictions. Since our objective is to get disabled employees back to their regular positions as quickly as possible — and not to place anyone in a position where he/she might suffer a reinjury or aggravation — we will only consider an employee for such work after receiving a satisfactory medical release. An employee who is placed in such a position will be compensated at an appropriate rate determined by the Company.

IMPORTANT: For application, notification and scheduling procedures, and other rules governing disability leaves, see “Rules Governing Leaves of Absence.” Benefits and reinstatement under this leave may differ from FMLA, OFLA or Washington leave. See “Basic Reinstatement Policy” and “Benefits While on Leave of Absence or Reduction in Hours or Staff.”

What About Military Leave?

Employees who are ordered to, or volunteer for, military training or active duty in the Armed Forces of the United States, the U.S. Coast Guard, the U.S. Public Health Service, or a National Guard component, may take an unpaid leave of absence for the duration of military service. All employees may use any accrued Paid Sick and Safe Time (“PSST”) and/or PTO (if eligible to use it) while on military leave.

We expect employees to notify us of their military duty obligation and provide a copy of the orders within five days after they are received to allow us time to make arrangements to cover the absence.

An employee on military leave will have any benefit accrual and continuation rights granted by applicable state or federal law. Reinstatement from military leave normally will be to the same position held prior to the leave, subject to applicable legal requirements. An employee who does not request reinstatement according to the procedures and time limits specified by law will be considered a voluntary quit.

What Is Bereavement Leave?

Employees who have completed 90 days and 440 hours of service may take a paid leave for up to three working days to grieve, assist in making arrangements and/or to attend the funeral or services of a spouse, child, parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, step-parent, aunt or uncle. Employees in some localities (e.g., Oregon, Spokane) also may be eligible to use available accrued and unused Paid Sick and Safe Time (“PSST”) for bereavement leave. Please refer to your state addendum for details.

All employees will also be allowed unpaid time off to attend the funeral or services of other relatives or close friends but must use all accrued and available paid leave benefits prior to going on unpaid status.

We expect employees to give us as much notice as possible of the need for time off so that we can make arrangements to cover the absence.

Verification of family relationship and death may be requested in appropriate circumstances.

What If I Am Called For Jury Duty?

If you are required to serve on a jury under some form of subpoena or court order, you may obtain an unpaid leave of absence. Jury duty leave is available for the designated period of time and any involuntary extensions. Employees must report to work if dismissed from jury duty in time to work at

least four hours of a normal shift.

We expect all employees to provide us with a copy of the subpoena or notice within five days after it is received to allow us time to make arrangements to cover the absence.

What If I Am Called As A Trial Witness?

If you are required to serve as a witness under some form of subpoena or court order you may obtain an unpaid leave of absence. Witness duty leave is available for the time covered by the subpoena or court order and any involuntary extensions. Employees must report to work if dismissed from witness duty in time to work at least four hours of a normal shift.

We expect all employees to provide us with a copy of the subpoena or notice within five days after it is received to allow us time to make arrangements to cover the absence.

What is Domestic Violence Leave?

If you or a family member is a victim of domestic violence, harassment, sexual assault, or stalking, you may be eligible to take a reasonable period of unpaid leave for reasons that include, but are not limited to, the seeking of legal or law enforcement assistance. As with all leaves of absence, the Company expects that employees will provide as much advance notice as practicable and also may require reasonable documentation of the need for leave, such as a copy of a police report. The Company will maintain the confidentiality of all information provided by the employee for purposes of taking leave under this section.

The Company reserves the right to limit the amount of leave available under this section if it would create an undue hardship in the Company's business. Leave under this section can be taken intermittently or pursuant to a reduced work schedule, as appropriate. If leave under this section also qualifies as family medical leave, the family medical leave will run concurrently. An employee may also be eligible to use available accrued Paid Sick and Safe Time ("PSST") during any leave period approved under this section. Please see your state addendum for details.

ON-THE-JOB INJURIES

What If I Have An Accident (Or "Close Call") On The Job?

If you have an on-the-job accident or "close call," (for example, an incident that could have resulted in injury to anyone or property damage) notify our Beaverton Office by calling 800-308-6424 immediately so we will know what happened, the cause and, if you are injured, the nature and extent of the injury and how long you may be off work. An accident or near-miss could also result in a request for an alcohol and/or drug test. (See Alcohol and Drug Policy.)

This is a very important rule because it allows us to immediately investigate each accident or incident to see how it can be prevented in the future. Thus, reporting the accident or incident on your next work shift is not acceptable and may result in a written warning or termination.

An employee who is going to miss any work must follow our call-in rules, and an employee who is going to miss two or more consecutive workdays must also follow our policies on medical documentation and releases.

How Do I File A Workers' Compensation Claim?

All claims must be submitted within three days of the injury so that the completed form can be submitted to our insurance carrier within five days. You can obtain a claim form for an on-the-job injury from our Beaverton Office, and you must complete the "worker" portion of the form. (Our Safety Coordinator will help if you need it.) An employee whose on-the-job illness or injury qualifies as a "serious health condition" under FMLA will have the time missed from work counted against the maximum FMLA leave time, and will receive the benefits and protections of that law.

What If I Have Medical Limitations Or Restrictions?

We do not want you to do anything that might go beyond restrictions imposed by your physician or that might otherwise delay your full return to regular employment, so it is very important to keep us informed of your physical limitations and restrictions.

OUR HEALTH AND SAFETY POLICIES AND RULES

Management of Madden Industrial Craftsmen, Inc., is greatly concerned with the health and the safety of the employees both on and off the job so it is imperative that written Company safety procedures are followed. Failure to comply may result in disciplinary action or termination. In the absence of specific procedures, all employees are expected to maintain proper standards of safety and follow instructions of their supervisors. Itemized below is a summary of general safety rules to follow:

The most important part of this program is the individual employee-you! Without your cooperation, the most stringent program will be ineffective. Protect yourself and your fellow workers by following these rules. Remember: work safely so you can go home to your family and friends. They need you!

1. Madden Industrial Craftsmen, Inc., is a drug-free company. Anyone who tests positive for alcohol or drugs will be suspended or terminated immediately. Appropriate evaluations may be required at the company's discretion. Drug testing is mandatory and done at random times.
2. Madden Industrial Craftsmen, Inc., is committed to maintaining a work environment which is free of harassment based on race, color, sex, national origin, Religion, age, handicap or veteran status. Harassment may include unwelcome physical and verbal conduct that has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work environment. Conduct of this nature will not be tolerated. Any violation of this policy should be reported promptly to your immediate supervisor
3. Report to work rested and fit to give full attention to your work. If you are prescribed medication that may alter your abilities to perform certain tasks safely, you must alert your supervisor.
4. Be certain that you completely understand instructions before starting work and avoid "short-cuts" from safe work procedures.
5. Report all on-the-job injuries/illnesses promptly. Injuries/illnesses not reported before leaving your shift will result in any subsequent claim being questioned, thus jeopardizing rights to compensation. THE SAFETY COORDINATOR IS AVAILABLE FOR INJURY REPORTS 24 HOURS A DAY AT 1-800-308-6424. All injured employees are required to have a post-accident drug screen.

6. You must call our office immediately when an assignment ends to notify Madden Industrial Craftsmen of your availability. If you don't call within 3 days after each assignment ends, Madden Industrial Craftsmen will assume that you have voluntarily quit. You must also call in weekly after an assignment has ended and inform us of your availability. Failure to follow these proper procedures will be considered a voluntary quit with Madden Industrial Craftsmen Inc. and your unemployment benefits may be impacted.

If you are unable to report to your job assignment and fail to call our office at least 2 hours before your shift begins and inform us that you cannot make it, or call as soon as practicable if your inability to give at least 2 hours' notice is the result of unforeseen events that qualify for Paid Sick and Safe Time ("PSST"), we will consider this job abandonment and your unemployment benefits may be impacted.

7. Absolutely no practical jokes, scuffling, fighting or other horseplay will be permitted at any time while working at job sites.
8. Smoking shall be permitted only in areas designated.
9. Observe and comply with all safety signs and regulations. Employees should be alert to see that all safety guards and other protective devices are in proper place and use. No employee shall remove, displace, damage, or interfere with any form of accident prevention device.
10. If any question exists about the safety of doing a job, stop and get instructions from your supervisor before continuing the work.
11. Any employees required to work on pipelines, tanks, reservoirs, vessels, underground vaults, chambers, etc.. will receive instructions from the supervisor before commencing with the job. Follow confined space entry procedures when necessary.
12. All electrical equipment must be locked out, tagged and checked by your supervisor or foreman before any work may be performed on it. Follow the lockout/tagout program procedures in your safety manual or follow the client's procedures.
13. No weapons of any kind will be permitted within any M.I.C.I. work facility or on client property. Knives carried for any purpose, other than doing assigned work must be of "folding, lock-blade" variety. Violations of this regulation will be grounds for dismissal.
14. Gas cylinders are to be stored in vertical position at all times. Do not roll cylinders on their side and do not drop cylinders. When hauling cylinders, always replace caps. Do not store cylinders near flammable materials. Do not store oxygen and acetylene together.

Early Return-To-Work Policy

For those employees who are injured while employed by Madden Industrial Craftsmen, Inc., we have multiple return-to-work options available for you. These positions range from office help to working with volunteer agencies such as the Salvation Army, Transition Projects, William Temple House, Meals on Wheels, American Red Cross, March of Dimes and many more. We recognize the importance of keeping our employees active and while you are participating in return-to-work programs, you are earning your full wage and not losing hours.

Employee Responsibility

When an employee has an on-the-job accident and/or occupational disease claim, it must be reported immediately to a supervisor/foreman and the safety coordinator at MICI Failure to do so could result in your claim being delayed or denied as well as disciplinary action.

If no injury has occurred or professional medical assistance is not required, you must fill out and give your supervisor/foreman an "Incident Report" by the end of your work shift.

If an injury does occur, you must follow the emergency response procedures and fill out a Worker's Compensation 801 claim form with the safety coordinator, within 24 hours of your injury. If your injury requires immediate emergency medical care, you must make arrangements with the safety coordinator for completion of the 801 claim form.

You must inform your physician that there are light-duty jobs available for injured workers employed by MICI

Once your doctor releases you to return to work (temporary, part- time, light duty or regular duty), you must report available for work immediately and inform the safety coordinator of any physical restrictions or conditions. You must provide written update on your condition immediately following any visit to your doctor you cannot return to work without a release from your doctor

While you are off work, it is your responsibility to supply your supervisor/foreman and the safety coordinator with your current telephone number (unlisted or not) and an address where you can be reached.

MADDEN INDUSTRIAL CRAFTSMEN, INC.

HANDBOOK ADDENDUM

Washington

Effective April 2017

The following policies supplement the policies contained in the general Madden Industrial Craftsmen, Inc. Handbook and are specific to the state of Washington. Where this Addendum and the Handbook conflict, this Addendum states MICI's policy.

The contents of this Addendum are guidelines only. Neither this Addendum nor any other MICI guideline, policy or practice creates an employment contract. MICI reserves the right to change, correct, modify, or revoke this Addendum or any of its terms at any time with or without notice. Nothing in this Addendum alters the at-will nature of your employment. Although other terms, conditions and benefits of employment with MICI may change from time to time, the at-will nature of employment with MICI is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to an express written agreement covering employment status.

Meal Periods – Non-Exempt Employees Only

The Company provides employees who work more than five (5) hours in a day with an unpaid 30-minute, uninterrupted duty free meal period. Employees must start their meal period before the beginning of the 5th hour of work. The Company provides employees who work more than ten (10) hours a day with a second unpaid 30-minute, uninterrupted duty free meal period starting before the beginning of the 10th hour of work. Employees who work at least three (3) hours longer than a normal work day (i.e., the shift that the employee is regularly scheduled to work) will also be provided an unpaid 30-minute, uninterrupted duty free meal period before or during the overtime period.

No employee will be permitted to work more than five (5) consecutive hours without a meal period, unless the employee requests to waive his or her meal period, and the Company approves that request. An employee may cancel a request to waive a meal period at any time.

Employees are entitled, encouraged, afforded and expected to take all meal periods provided under the Meal Period policy and not waived. The Company completely relieves employees of all work duties and does not exercise control over employees' activities during their uninterrupted, duty free meal period. Employees are free to leave the work site during the meal period and are free to spend their meal period time as they choose (consistent with any other Company policies that may apply during off-duty time). No supervisor or manager may impede or discourage employees from taking meal periods provided under this policy.

Meal periods taken by employees are unpaid. Employees must record, via the Time Clock, the start and stop times of their meal periods and must follow their scheduled meal period as directed and required. Employees may not work through their meal periods so that they can leave work early. Meal periods must be taken in a continuous block of time and not taken in the aggregate.

Employees should never be asked to take a late meal period. Should business necessitate that a non-exempt employee be required to work through any of a thirty minute meal period or be asked to take a late meal period, such employee will be paid for all time worked and will be additionally paid the applicable meal period premium. In that regard, if an employee is required to miss a meal period, take a late meal period, or work during a meal period, the employee must immediately report it to Paul Madden or Ken Madden so that the employee can be properly paid the applicable meal period premium.

If you feel that you were not provided a meal period that complies with this policy, you must inform Paul Madden or Ken Madden immediately.

Rest Periods – Non-Exempt Employees Only

The Company authorizes and permits employees to take a 10-minute paid rest period for every four (4) hours of working time. No employee will be permitted to work more than three (3) consecutive hours without a 10-minute rest period.

Rest periods are paid and counted as hours worked. Therefore, employees should not record their rest periods on timesheets or clock out for rest periods. Employees should take their rest periods in the middle of each four (4) hour work period to the extent practical to do so. Employees cannot combine rest periods with meal periods or skip rest periods to leave work early.

If you feel that you were not permitted or not provided an opportunity to take all rest periods authorized and permitted under this policy, you are to inform Paul Madden or Ken Madden.

Alcohol and Drug Testing

The Company's Drug & Alcohol Policy in its Handbook is supplemented for Washington employees as follows:

Marijuana

The Company will not accommodate an employee's use of cannabinoids/marijuana, even if allowed under Washington law and approved for medical purposes. Marijuana remains unlawful for any purpose under federal law, and its use is therefore prohibited by the Company's Drug & Alcohol Policy.

Smoke-Free Workplace

Washington law prohibits smoking in the workplace and most other enclosed areas. The law also prohibits smoking within 25 feet of any entrance, window or ventilation system where smoke could enter an enclosed area.

Accordingly, the Company strictly prohibits smoking in the workplace and in any area that is within 25 feet of an enclosed work area. Employees are directed to report all violations of this policy to their supervisor. No employee will be disciplined or retaliated against for reporting smoking that violates Washington law or company policy.

Employees who violate this policy will be subject to disciplinary action up to and including discharge.

Washington Family Leave Act (WFLA)

The Washington Family Leave Act (WFLA) works in tandem with the Family Medical Leave Act (FMLA) by providing employees with over 12 months of service and who have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, the right to an unpaid family care or medical leave. This leave may be up to 12 work weeks in a rolling 12-month period measured backward from the date an employee uses any leave under this section for one or more of the following:

- Because of the birth of a child of the employee and in order to care for the child;
- Because of the placement of a child with the employee for adoption or foster care;
- To care for a family member of the employee, if the family member has a serious health condition; or
- Because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Pregnancy Disability Leave. Even if you are not eligible for FMLA/WFLA leave, if temporarily disabled by pregnancy, childbirth or related medical conditions, you may be entitled to take a pregnancy disability leave for the period of the temporary disability, in addition to the 12 work weeks of leave provided under the WFLA. A physician's statement may be required to verify the leave period relating to pregnancy or childbirth consistent with the verification required by the Company for other temporary disabilities.

If you want more information regarding your eligibility for a leave under the Family Leave Act and/or the impact of the leave on your seniority and benefits, please contact Paul Madden or Ken Madden.

Washington Family Care Act

Washington employees may use accrued sick leave, disability plan, or other paid time off, if any, to care for a child with a health condition that requires treatment or supervision, or to care for a spouse, domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition. Care for grandparents-in-law, grandchildren, and siblings is not covered under this section. Care of healthy newborns is also not covered.

A child's qualifying "health condition" includes (a) a medical condition requiring treatment or medication that the child cannot administer; (b) a medical or mental-health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or (c) a condition warranting treatment or preventative health care such as physical, dental, optical or immunization services, when a parent must be present to authorize the treatment.

A family member's qualifying "serious health condition" or "emergency health condition" includes (a) a condition requiring an overnight stay in a hospital or other medical-care facility; (b) a condition resulting in a period of incapacity or treatment or recovery following inpatient care; (c) continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or (d) a health condition that demands immediate action.

The Company may request that an employee using a paid leave benefit for a qualifying reason under this section to provide documentation of the health condition, subject to any limitations of federal and state law. If you want more information regarding your eligibility for a leave under the Family Care Act and/or the impact of the leave on your seniority and benefits, please contact Paul Madden or Ken Madden.

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

To the extent required by law, employees who are victims of domestic violence, sexual assault, or stalking, or who are family members of a victim (including child, spouse, domestic partner, parent, parent-in-law, grandparent, or person with whom the employee is in a dating relationship) may receive unpaid time off from work for the following purposes:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of you or your family members;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
- Attend to health care treatment for a victim who is your family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which you or your family member was a victim of domestic violence, sexual assault, or stalking; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase your safety or the safety of your family members from future domestic violence, sexual assault, or stalking.

When possible, you must give the company notice of your intention to take leave for these purposes at least 30 days in advance. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, you or someone on your behalf must give notice to the company no later than the end of the first day that you take leave.

The Company reserves the right to require verification that you or your family member is a victim of domestic violence, sexual assault, or stalking, and that the leave taken was for one of the purposes described above. Verification may be provided by written statement confirming these facts, or by other appropriate documentation, and must be provided in a timely manner. You will not be required to provide additional information beyond this required verification, or information that would compromise the safety of you or your family member. Except as otherwise required or permitted by law, the Company will maintain the confidentiality of all information you provide regarding this leave, including the fact that you are or your family member is a victim or that you have requested leave for these purposes.

When taking leave under this policy, an employee may choose to use any available paid leave, including sick leave and other paid time off, or compensatory time. Otherwise, leave will be unpaid. Leave may be taken intermittently, on a reduced work schedule, or in a single block of time, as the circumstances warrant. The leave must be reasonable in duration, which will be determined by management and the affected employee, based upon the circumstances.

Upon return from leave under this policy, an employee will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

Family Military Leave

If your spouse or registered domestic partner is a member of the armed forces of the United States, National Guard or Reserves, and you are employed for an average of twenty (20) or more hours per week, you may take military family leave, if, during a period of military conduct, your spouse is notified of an impending call or order to active duty or has been deployed.

Fifteen (15) days of leave is available per deployment. To qualify, you must give the company advance notice of your intent to take leave within five business days of receiving official notice of the impending

call or order to active duty, or of your spouse's leave from deployment. You may use any of your accrued paid leave to which you are entitled, or you may take the leave as unpaid time off.

Leave for Emergency Services Personnel

To the extent required by law, the Company provides leave to qualifying volunteer firefighters, reserve peace officers responding to, working at, or returning from a fire alarm or emergency call, or members of the Civil Air Patrol involved in an emergency service operation. To be eligible for such leave, an employee's presence must be requested by the on-scene commander.

Leave under this section is unpaid. However, you may choose to use accrued, but unused vacation during this time off. Remember, you should notify your supervisor as far in advance as possible and please keep in mind that the Company may request a copy of your certification from the Civil Air Patrol or other verification that you were called to duty to serve. If the requisite certification is requested by the Company but the employee does not provide it, the leave may be denied. If proper certification is provided, no action will be taken against any employee in any manner for requesting or taking any time off as provided for under this policy.

Leave for Jury Duty

Washington employees are entitled to unpaid leave for jury service.

Paid Sick and Safe Time ("PSST")

The Company provides eligible employees with PSST that can be used for a brief illness or other qualifying events described below.

This PSST policy is intended to comply with the minimum requirements of the Seattle Paid Sick Time and Safe Time Ordinance, Seattle Municipal Code 14.16 (the "PSST Ordinance"). In the event that the PSST Ordinance provides for greater leave rights than this policy, the PSST Ordinance controls.

Who is covered?

This policy applies to employees who perform work in Washington, with the exception of employees who perform work in Tacoma or Spokane, Washington, who are subject to separate PSST policies set out below. This policy supplements Paid Sick and Safe Time ("PSST") policy in the Handbook.

New employees are not eligible to use PSST during the first 180 calendar days of employment.

Employees who have a break in employment do not need to reestablish eligibility in subsequent calendar years unless they change employers or are separated from the Company for more than seven (7) months.

How Much PSST Do I Have?

Employees accrue PSST on a calendar year basis, defined as January 1 through December 31 (the "Calendar Year"). All covered employees will accrue one hour of PSST for every 30 hours worked. The PSST can be used as soon as an employee has met the eligibility requirements, described above. The

Company is a Tier 3 employer under the PSST Ordinance, which means that Employees may use a maximum of 72 hours of PSST per Calendar Year. At the end of each Calendar Year, employees may also carry over up to 72 hours accrued, unused PSST to the next Calendar Year. The employee then continues to accrue PSST. However, at the end of the second Calendar Year, the employee can carry over only 72 hours.

Importantly, regardless how much PSST an employee has accrued, employees may only use a maximum of 72 hours of PSST in each Calendar Year. For example, even if an employee has accrued more than 72 hours of PSST, the employee can only use a maximum of 72 hours in any given Calendar Year. Any remaining, unused PSST would not be available for use until carried over into a new Calendar Year.

The following chart summarizes the available PSST for employees:

Rate of Accrual	Max Accrual Per Calendar Year	Maximum Balance	Max Carryover to New Calendar Year	Max Usage Per Calendar Year
1 hour per 30 hours worked	none	none	72 hours	72 hours

What Rate of Pay Will Apply to PSST?

For non-exempt hourly employees, PSST will be paid at the employee’s straight time hourly wage rate for each scheduled hour of PSST. The Company will not pay an employee’s overtime rate when an employee uses PSST, even for hours that would have been overtime hours if worked.

For non-exempt salaried employees, PSST will be paid at a rate calculated by dividing the annual salary by the number of weeks worked per year to get the weekly salary and dividing the weekly salary by 40 or fewer hours, even if the employee regularly works more than 40 hours per week.

Exempt salaried employees will be paid at a rate calculated by dividing their prorated weekly salary, based on a 52-week year, by the number of hours in a normal work week.

Employees paid on a commission basis will be paid the Washington minimum hourly wage for each hour of PSST or an hourly wage calculated under the employee’s applicable compensation plan, whichever is greater.

What Can PSST Be Used For?

Eligible employees may use PSST in increments of 15 minutes or more for the following reasons that qualify under the PSST Ordinance:

- i. *Sick Time:* An absence resulting from an employee’s mental or physical illness, injury or health condition; for medical diagnosis, care or treatment; or for preventive medical care. There is no requirement that the absence involve a “serious health condition” as is required for coverage under the federal Family and Medical Leave Act.
- ii. *Family Care:* To allow an employee to care for a family member who has any of the above medical issues. There is no requirement that a “serious health condition” be involved, or that the employee’s presence be necessary. “Family member” means a biological, adopted, or foster

child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is under 18 years of age or over 18 and incapable of self-care because of a mental or physical disability; a grandparent; a parent-in-law; or a spouse or registered domestic partner.

- iii. *Business or School Closure*: When the employee's place of business has been closed by order of a public official because of an infectious agent, biological toxin or hazardous material, or to allow the employee to care for a child whose school or place of care has been closed for any of those same reasons. The Company is not required to make Sick/Safe Time available for weather-related business or school closures.
- iv. *Domestic Violence*: For any of the reasons related to domestic violence, sexual assault or stalking for which unpaid leave must be granted pursuant to Washington law. Reasons include obtaining for the employee or the employee's family or household member any of the following: legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety. "Household member" includes stepparents and stepchildren, grandchildren, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

What Notice Must I Provide?

If the need for PSST is foreseeable, the Company requires that employees provide at least 10 days' advance written notice to their supervisor stating the expected duration of absence and the general reason for the need for PSST. An employee does not have to ask specifically for PSST or disclose the nature of an illness or the specific reason related to a critical safety issue, but an employee does have to give the Company enough information to understand that the absence is for a PSST-qualifying reason. Employees must also make a reasonable effort to schedule the use of PSST in a manner that does not unduly disrupt the operations of the Company.

If the need for PSST for a qualifying reason under the PSST Ordinance is unforeseeable (e.g., unexpected illness), employees must provide notice to their supervisor before the start of their shift or as soon as practicable. If the expected duration of a PSST absence changes for any reason, an employee must notify his or her supervisor as soon as practicable. If the reason for the absence involves domestic violence, sexual assault, or stalking, the employee must provide oral or written notice no later than the end of the first day of using PSST.

An employee's failure to provide the notice required under this policy may result in a delay in payment or nonpayment of the time claimed as PSST and may also result in discipline for failure to follow Company policies and procedures.

Must I Provide Documentation for the Reason for PSST?

If an employee uses PSST for more than three consecutive work days for a reason that qualifies under the PSST Ordinance, the Company may require reasonable documentation of the purpose for the PSST. Documentation may include, but is not limited to, a signed statement from a health care provider indicating that sick time is necessary. For safe time, supporting documentation must indicate that the employee or a family or household member is experiencing domestic violence, sexual assault, or stalking, and that the leave was taken for a purpose covered by the law. This could include a police report, a court order, or other documentation that the employee or the employee's family member is experiencing domestic violence, sexual assault, or stalking, including a written statement by the employee. For safe time related to closure of a child's school or place of care, the employee may provide the notice of closure the employee received.

The Company reserves the right to require reasonable documentation to verify that an employee's use of PSST is consistent with the PSST Ordinance, regardless of whether the employee has used PSST for a qualifying reason for more than three consecutive days, if it suspects a pattern of abuse.

Employees must provide a requested documentation prior to the end of the pay period within which the PSST was used, or no later than 15 days after the request, whichever date is later. The Company will maintain the confidentiality of such documentation as required by law.

How Does PSST Relate to Other Types of Leave?

Employees may not use PSST while on any other paid leave approved by the Company. Depending on the reason, an employee's use of PSST also may qualify for concurrent leave under federal, state or other local laws, such as leave under the Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), or the federal Family Leave Act (FMLA). These laws may permit the Company to make medical inquiries, including requests for more detailed information; require medical examinations; and/or require documentation for absences from work that are different than the requirements or limitations of this policy or the PSST Ordinance.

How Will I Be Notified of My PSST Balance?

The Company will provide employees with notice of the amount of their accrued and unused PSST each time wages are paid, through a 24-hour accessible Internet portal at www.globalcash.com.

Will I Be Paid for Any Unused PSST?

No, you will not be paid for any unused PSST. Payment for an employee's PSST is not considered earned or owed until it is used. Upon an employee's termination for any reason, all unused PSSTO is forfeited by the employee, and the Company will have no obligation to pay the employee for the unused PSST.

No-Retaliation Policy

The Company strictly prohibits retaliation against employees who request, inquire about, or use PSST under the PSST Ordinance. If an employee believes that he or she has been wrongfully denied PSST or retaliated against for requesting or taking PSST for a qualifying reason under the PSST Ordinance, he or she must immediately notify a supervisor or Human Resources at 425-291-9190.

Paid Sick and Safe Time (“PSST”) – Tacoma Only

The Company provides eligible employees who work in Tacoma, Washington with PSST that can be used for a brief illness or other qualifying events described below.

This policy is intended to comply with the requirements of Tacoma’s sick time Ordinance No. 28275, Chapter 18.10 of the Tacoma Municipal Code, and the related administrative rules (collectively, the “Tacoma Sick Time Ordinance”). In the event that the Tacoma Sick Time Ordinance provides for greater leave rights than this policy, the Tacoma Sick Time Law controls.

Who is covered?

This policy applies to all employees who perform, or who are reasonably expected to perform, at least 80 hours of work in Tacoma, Washington, whether full-time or part-time. This policy supplements Paid Sick and Safe Time (“PSST”) policy in the Handbook for those employees working in Tacoma, Washington.

When do I become eligible to use PSST?

Employees become eligible to use PSST beginning on the 180th calendar day after the commencement of their employment (“Waiting Period”), provided that they have worked at least 80 hours in Tacoma within a Calendar Year (defined below).

Employees who have a break in employment and are rehired within six (6) months will be credited with any previously accrued, unused PSST, and days that the employee worked for the Company before the break in employment will be counted towards completion of the Waiting Period and the 80 hours required for coverage under this policy.

How Much PSST Do I Have?

Employees accrue PSST on a calendar year basis, defined as January 1 through December 31 (the “Calendar Year”).

Beginning February 1, 2016, or the first day of employment, whichever date is later, all covered employees will accrue one hour of PSST for every 40 hours worked, up to a maximum of 24 hours in each Calendar Year. Salaried employees are presumed to work 40 hours in each workweek for purposes of accruing PSST, unless their actual, regular workweek is less than 40 hours, in which case accrual is based on their actual workweek.

At the end of each Calendar Year, employees may carry over up to 24 hours of accrued, unused PSST to the next Calendar Year. For example, an employee who accrues the maximum 24 hours of PSST in the first Calendar Year, but who did not use any of it, can carry over 24 hours to the start of the second Calendar Year. The employee can then accrue another 24 hours in the second Calendar Year, up to a maximum of 48 hours. However, at the end of the second Calendar Year, the employee can carry over only 24 hours. Accordingly, no employee can ever accrue more than 48 hours of PSST.

Importantly, regardless how much PSST an employee has accrued, employees may only use a maximum of 40 hours of PSST in each Calendar Year. For example, even if an employee has accrued the maximum 48 hours of PSST over the course of two Calendar Years, the employee can only use a maximum of 40 hours in any given Calendar Year. Any remaining, unused PSST would not be available for use until carried over into a new Calendar Year.

The following chart summarizes the available PSST for employees:

Rate of Accrual	Max Accrual Per Calendar Year	Maximum Balance	Max Carryover to New Calendar Year	Max Usage Per Calendar Year
1 hour per 40 hours worked	24 hours	48 hours	24 hours	40 hours

What Rate of Pay Will Apply to PSST?

PSST for hourly or non-exempt employees will be paid at the same hourly rate of pay as the employee would have earned during the time PSST was taken.

PSST for exempt, salaried employees will be paid at a rate calculated by dividing their prorated weekly salary, based on a 52-week year, by the number of hours in a normal work week.

What Can PSST Be Used For?

Eligible employees may use PSST in minimum one-hour increments for any purpose that qualifies for paid time off under the Tacoma Sick Time Law, which includes the following:

- (i) The diagnosis, care, or treatment of the employee or the employee’s family member’s mental or physical illness, injury, or health condition, including preventative medical care. For example, PSST may be used for pre-natal visits and routine medical and dental visits. A family member includes a spouse or same-gender domestic partner; custodial or non-custodial parent; a biological, adoptive, or foster parent; a step-parent; a biological, adopted, or foster child, step-child, or child of the employee’s same-gender domestic partner; a grandparent or grandchild; a parent-in-law or parent of the employee’s same-gender domestic partner; or a person with whom the employee was or is in a relationship of in loco parentis.
- (ii) To address an incident of domestic violence, harassment, sexual assault, or stalking involving the employee or the employee’s family member. For example, PSST may be taken to seek legal or law enforcement assistance or remedies, medical treatment, counseling, the services of a victim services provider, or to relocate or secure an existing home for the employee or the employee’s minor child or dependent.
- (iii) To address a public health emergency. For example, an employee may use PSST if either the employee’s place of business or the employee’s child’s school or day care is closed by order of a public official due to a public health emergency.
- (iv) To enable the employee to take leave for bereavement for the death of a family member.

What Notice Must I Provide?

If the need for PSST is foreseeable, the Company requires that employees provide at least 10 days’ advance written notice to their supervisor stating the expected duration of absence and the general reason for the need for PSST. An employee does not have to ask specifically for PSST or disclose the nature of an illness or the specific reason related to a critical safety issue, but an employee does have to give the Company enough information to understand that the absence is for a PSST-qualifying reason. Employees must also make a reasonable effort to schedule the use of PSST in a manner that does not unduly disrupt the operations of the Company.

If the need for PSST for a qualifying reason under the Tacoma Sick Time Law is unforeseeable (e.g., unexpected illness), employees must provide notice to their supervisor before the start of their shift or as soon as practicable. If the expected duration of a PSST absence changes for any reason, an employee must notify his or her supervisor as soon as practicable. If the reason for the absence involves domestic violence, sexual assault, or stalking, the employee must provide oral or written notice no later than the end of the first day of using PSST.

An employee's failure to provide the notice required under this policy may result in a delay in payment or nonpayment of the time claimed as PSST and may also result in discipline for failure to follow Company policies and procedures.

Must I Provide Documentation for the Reason for PSST?

If an employee uses PSST for more than three consecutive scheduled work days, the Company may require reasonable documentation of the purpose for the PSST before the PSST commences or as soon as otherwise practicable. In addition, if an employee uses PSST without providing advance notice, the Company may require documentation of the purpose for the PSST.

Depending on the reason for the PSST, the Company may request one or more of the following:

- A written statement signed by the employee stating that he or she is using PSST for a qualifying absence. This statement does not need to be in an affidavit format or notarized, but it must be legible and make clear the employee's identity and the general purpose for which PSST is or was used, the date(s) and time(s) when the PSST is or was used; and, if applicable, the employee's relationship to the family member for whom PSST is or was needed. The employee does not need to provide private health information or indicate the nature of a family member's illness;
- A signed statement from a health care provider;
- A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee or employee's family member from the perpetrator of an act of domestic violence, sexual assault, or stalking;
- Other evidence from a court or prosecuting attorney showing that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or
- Documentation that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking obtained from (i) an advocate for victims of domestic violence, sexual assault, or stalking; (ii) an attorney; (iii) a member of the clergy; or (iv) a medical or other professional, such as a social services provider, paralegal, realtor, or other professional determined to be capable of assisting with protective activity related to domestic violence, sexual assault, or stalking.

The Company also reserves the right to require documentation verifying an employee's need to use PSST if there are indications of a pattern of abuse, such as repeated use of unscheduled PSST on or adjacent to weekends, holidays, or pay day, regardless whether the employee has used PSST for more than three consecutive days.

Employees must provide a requested documentation prior to the end of the pay period within which the PSST was used, or no later than 15 days after the request, whichever date is later. The Company will maintain the confidentiality of information provided in response to a request for documentation consistent with federal, state, and local laws.

An employee's failure or delay in providing documentation requested by the Company may result in a delay in payment or nonpayment of the time claimed as PSST and may also result in discipline for failure to follow Company policies and procedures.

How Does PSST Relate to Other Types of Leave?

Employees may not use PSST while on any other paid leave approved by the Company. Depending on the reason, an employee's use of PSST also may qualify for concurrent leave under federal, state or other local laws, such as leave under the Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), or the federal Family Leave Act (FMLA). These laws may permit the Company to make medical inquiries, including requests for more detailed information; require medical examinations; and/or require documentation for absences from work that are different than the requirements or limitations of this policy or the Tacoma Sick Time Law.

How Will I Be Notified of My PSST Balance?

The Company will provide employees with a balance of their accrued and unused PSST each time wages are paid, through a 24-hour accessible Internet portal at www.globalcash.com

Will I Be Paid for Any Unused PSST?

No, you will not be paid for any unused PSST. Payment for an employee's PSST is not considered earned or owed until PSST is used. Upon an employee's termination for any reason, all unused PSST is forfeited by the employee, and the Company will have no obligation to pay the employee for the unused PSST.

No-Retaliation Policy

The Company strictly prohibits retaliation or discrimination against employees who request, inquire about, or use PSST for a purpose that qualifies under the Tacoma Sick Time Law. If an employee believes that he or she has been wrongfully denied PSST or retaliated against for requesting or taking PSST for a qualifying reason under the Tacoma Sick Time Law, he or she must immediately notify a supervisor or Human Resources at 425-291-9190.

Paid Sick and Safe Time (“PSST”) – Spokane Only

The Company provides eligible employees with PSST that can be used for a brief illness or other qualifying events described below.

This PSST policy is intended to comply with the minimum requirements of the Spokane Municipal Code 09.01 (the “Spokane Sick Time Ordinance”). In the event that the Spokane Sick Time Ordinance provides for greater leave rights than this policy, the Ordinance controls.

Who is covered?

This policy applies to employees who perform more than 240 hours of work in Spokane, Washington, within a calendar year, whether full-time or part-time. This policy supplements the Company’s Paid Sick and Safe Time (“PSST”) policy in the Handbook for those employees working in Spokane.

New employees are not eligible to use PSST during the first 90 calendar days of employment.

Employees who have a break in employment do not need to reestablish eligibility in subsequent calendar years unless they change employers or are separated from the Company for more than 180 days.

How Much PSST Do I Have?

Employees accrue PSST on a calendar year basis, defined as January 1 through December 31 (the “Calendar Year”). All covered employees will accrue one hour of PSST for every 30 hours worked. The PSST can be used as soon as an employee has met the eligibility requirements, described above. Employees may use a maximum of 40 hours of PSST per Calendar Year. At the end of each Calendar Year, employees may also carry over up to 40 hours accrued, unused PSST to the next Calendar Year.

Importantly, regardless how much PSST an employee has accrued, employees may only use a maximum of 40 hours of PSST in each Calendar Year. For example, even if an employee has accrued more than 40 hours of PSST, the employee can only use a maximum of 40 hours in any given Calendar Year. Any remaining, unused PSST would not be available for use until carried over into a new Calendar Year.

The following chart summarizes the available PSST for employees:

Rate of Accrual	Max Accrual Per Calendar Year	Maximum Balance	Max Carryover to New Calendar Year	Max Usage Per Calendar Year
1 hour per 30 hours worked	40 hours	80 hours	40 hours	40 hours

What Rate of Pay Will Apply to PSST?

Non-exempt employees will be paid at the same rate of pay and with the same benefits as the employee would have earned during the time those hours in which the employee was scheduled to work, but for the need for PSST.

PSST for exempt, salaried employees will be paid at a rate calculated by dividing their prorated weekly salary, based on a 52-week year, by the number of hours in a normal work week.

What Can PSST Be Used For?

Eligible employees may use PSST in increments of one (1) hour or more for the following reasons that qualify under the Spokane Sick Time Ordinance:

- i. *Sick Time*: An absence resulting from an employee’s mental or physical illness, injury or health condition; for medical diagnosis, care or treatment; or for preventive medical care. There is no requirement that the absence involve a “serious health condition” as is required for coverage under the federal Family and Medical Leave Act.
- ii. *Family Care*: To allow an employee to care for a family member who has any of the above medical issues. There is no requirement that a “serious health condition” be involved, or that the employee’s presence be necessary. “Family member” includes a spouse or domestic partner; a child under 18 years of age; a child 18 years of age or older and incapable of self-care due to a mental or physical disability; a parent or guardian; a grandparent; or a grandchild.
- iii. *Business or School Closure*: When the employee’s place of business has been closed by order of a public official because of an infectious agent, biological toxin or hazardous material, or to allow the employee to care for a child whose school or place of care has been closed for any of those same reasons. The Company is not required to make Sick/Safe Time available for weather-related business or school closures.
- iv. *Domestic Violence*: For any of the reasons related to domestic violence, sexual assault or stalking for which unpaid leave must be granted pursuant to Washington law. Reasons include obtaining for the employee or the employee’s family or household member any of the following: legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety. “Household member” includes stepparents and stepchildren, grandchildren, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.
- v. *Bereavement*: An employee can use PSST for bereavement leave in connection with the employee’s family member (defined above).

What Notice Must I Provide?

If the need for PSST is foreseeable, the Company requires that employees provide at least 10 days’ advance written notice to their supervisor stating the expected duration of absence and the general reason for the need for PSST. An employee does not have to ask specifically for PSST or disclose the nature of an illness or the specific reason related to a critical safety issue, but an employee does have to give the Company enough information to understand that the absence is for a PSST-qualifying reason. Employees must also make a reasonable effort to schedule the use of PSST in a manner that does not unduly disrupt the operations of the Company.

If the need for PSST for a qualifying reason under the PSST Ordinance is unforeseeable (e.g., unexpected illness), employees must provide notice to their supervisor before the start of their shift or as soon as practicable. If the expected duration of a PSST absence changes for any reason, an employee must notify his or her supervisor as soon as practicable. If the reason for the absence involves domestic violence, sexual assault, or stalking, the employee must provide oral or written notice no later than the end of the first day of using PSST.

An employee’s failure to provide the notice required under this policy may result in a delay in payment or nonpayment of the time claimed as PSST and may also result in discipline for failure to follow Company policies and procedures.

Must I Provide Documentation for the Reason for PSST?

If an employee uses PSST for more than three consecutive work days for a reason that qualifies under the Spokane Sick Time Ordinance, or commences PSST leave without advance notice under this policy, the Company may require reasonable documentation of the purpose for the PSST. Documentation may include, but is not limited to, a signed statement from a health care provider indicating that sick time is necessary. For safe time, supporting documentation must indicate that the employee or a family or

household member is experiencing domestic violence, sexual assault, or stalking, and that the leave was taken for a purpose covered by the law. This could include a police report, a court order, or other documentation that the employee or the employee's family member is experiencing domestic violence, sexual assault, or stalking, including a written statement by the employee. For safe time related to closure of a child's school or place of care, the employee may provide the notice of closure the employee received.

The Company reserves the right to require reasonable documentation to verify that an employee's use of PSST is consistent with the PSST Ordinance, regardless of whether the employee has used PSST for a qualifying reason for more than three consecutive days, if it suspects a pattern of abuse.

Employees must provide a requested documentation prior to the end of the pay period within which the PSST was used, or no later than 15 days after the request, whichever date is later. The Company will maintain the confidentiality of such documentation as required by law.

How Does PSST Relate to Other Types of Leave?

Employees may not use PSST while on any other paid leave approved by the Company. Depending on the reason, an employee's use of PSST also may qualify for concurrent leave under federal, state or other local laws, such as leave under the Washington Family Leave Act (WFLA), the Washington Family Care Act (WFCA), or the federal Family Leave Act (FMLA). These laws may permit the Company to make medical inquiries, including requests for more detailed information; require medical examinations; and/or require documentation for absences from work that are different than the requirements or limitations of this policy or the Spokane Sick Time Ordinance.

How Will I Be Notified of My PSST Balance?

The Company will provide employees with notice of the amount of their accrued and unused PSST each time wages are paid, through a 24-hour accessible Internet portal at www.globalcash.com.

Will I Be Paid for Any Unused PSST?

No, you will not be paid for any unused PSST. Payment for an employee's PSST is not considered earned or owed until it is used. Upon an employee's termination for any reason, all unused PSSTO is forfeited by the employee, and the Company will have no obligation to pay the employee for the unused PSST.

No-Retaliation Policy

The Company strictly prohibits retaliation against employees who request, inquire about, or use PSST under the Spokane Sick Time Ordinance. If an employee believes that he or she has been wrongfully denied PSST or retaliated against for requesting or taking PSST for a qualifying reason under the Ordinance, he or she must immediately notify a supervisor or Human Resources at 425-291-9190.

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MADDEN INDUSTRIAL CRAFTSMEN, INC.

HANDBOOK ADDENDUM

Oregon

Effective February 2016

The following policies supplement the policies contained in the general Madden Industrial Craftsmen, Inc. Handbook are specific to the state of Oregon. Where this Addendum and the Handbook conflict, this Addendum states MICI's policy.

The contents of this Addendum are guidelines only. Neither this Addendum nor any other MICI guideline, policy or practice creates an employment contract. MICI reserves the right to change, correct, modify, or revoke this Addendum or any of its terms at any time with or without notice. Nothing in this Addendum alters the at-will nature of your employment. Although other terms, conditions and benefits of employment with MICI may change from time to time, the at-will nature of employment with MICI is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to an express written agreement covering employment status.

Meal Periods

The Company provides non-exempt Oregon employees who work more than six (6) hours in a day with an unpaid 30-minute, uninterrupted duty-free meal period.

Employees who are scheduled to work at least six (6) hours but less than seven (7) hours must start their meal period between the second and fifth hour of work. Employees who are scheduled to work more than seven hours must start their meal period between the third and sixth hour worked. Additional meal periods are provided to employees who work 14 hours or more.

Employees are entitled, encouraged, afforded and expected to take all meal periods provided under the Meal Period policy. The Company completely relieves employees of all work duties and does not exercise control over employees' activities during their uninterrupted, duty-free meal period. Employees are free to leave the workplace during the meal period and are free to spend their meal period time as they choose (consistent with any other Company policies that may apply during off-duty time). No supervisor or manager may impede or discourage employees from taking meal periods provided under this policy.

Meal periods taken by non-exempt employees are unpaid. Non-exempt employees must record, via the time clock, the start and stop times of their meal periods and must follow their scheduled meal period as directed and required. Employees may not work through their meal periods so that they can leave work early. Meal periods must be taken in a continuous block of time and not taken in the aggregate.

Should business necessitate that a non-exempt employee be required to work through any part of a meal period, such employee will be paid for all time worked. In that regard, if a non-exempt employee is required work during all or part of a meal period, the employee must immediately report it to Paul Madden or Ken Madden so that the employee can be properly paid.

If you feel that you were not provided a meal period that complies with this policy, you should inform your Paul Madden or Ken Madden immediately.

Rest Periods

The Company authorizes and permits non-exempt Oregon employees to take a 10-minute paid rest period for every segment of working time that is more than two (2) hours and less than or equal to four (4) hours. For example, an employee who works two (2) four-hour periods in one day is entitled to two paid 10-minute rest periods, one during each four-hour period. An employee who works a shift longer than ten (10) hours is entitled to a third rest period.

Rest periods are paid and counted as hours worked. Therefore, non-exempt employees should not record their rest periods on timesheets or clock out for rest periods. Employees should take their rest periods in the middle of each four (4) hour work period to the extent practical to do so. Employees cannot combine rest periods with meal periods or skip rest periods to leave work early.

If you feel that you were not permitted or not provided an opportunity to take all rest periods authorized and permitted under this policy, you are to inform Paul Madden or Ken Madden.

Rest Periods for Lactation

An employee who requires time to express milk for her child may be entitled to a 30-minute unpaid rest period during each four-hour work period, if the employee provides reasonable notice of her intent to express milk. The Company will make reasonable efforts to provide a location, other than a public restroom or toilet stall, for the employee to express milk in private. The 30-minute rest periods for lactation may be taken concurrently with paid rest periods. For instance, an employee may take 10 minutes as her regular paid rest period and then an additional 20 minutes of unpaid rest to express milk.

Alcohol and Drug Testing

The Company's Drug & Alcohol Policy in its Handbook is supplemented for Oregon employees as follows:

Marijuana

The Company will not accommodate an employee's use of cannabinoids/marijuana, even if allowed under Oregon law and approved for medical purposes. Marijuana remains unlawful for any purpose under federal law, and its use is therefore prohibited by the Company's Drug & Alcohol Policy.

Smoke-Free Workplace

Oregon law prohibits smoking in all enclosed work areas, and areas open to the public. Accordingly, the Company strictly prohibits smoking in the workplace and in any area that is within 10 feet of an enclosed work area, including entrances, exits, windows that open and ventilation intakes of buildings. This includes the use of electronic cigarettes. Employees on client property must comply with client-specific policies regarding smoking.

Employees are directed to report all violations of this policy to Paul Madden or Ken Madden. No employee will be disciplined or retaliated against for reporting smoking that violates Oregon law or company policy. Employees who violate this policy will be subject to disciplinary action up to and including discharge.

Oregon Family Leave Act (OFLA)

An employee working at least 25 hours per week for a period of 180 calendar days may be entitled to up to 12 weeks per 12-month year of unpaid leave under the Oregon Family Medical Leave Act (OFLA). Family medical leave can be used for any of the following reasons:

- Birth of a child (“parental leave”);
- Placement of a child under the age of 18 or incapable of self-care for adoption or foster care;
- To care for a family member, including a spouse, child, parent or parent-in-law, grandparent, grandchild, same sex domestic partner and the domestic partner’s parent or child with a serious health condition;
- The employee’s own serious health condition, including pregnancy related conditions; and/or
- A non-serious health condition of a child requiring home care (“sick child leave”).

An employee who takes leave for a pregnancy-related disability (including routine prenatal care) may take up to an additional 12 weeks in the same leave year for any OFLA-qualifying purpose. An employee who uses a full 12 weeks of parental leave may use up to 12 additional weeks in the same leave year for sick child leave.

The Company has designated the “rolling backward” method to determine the OFLA “leave year” for its employees. This means that the 12-month leave year is measured forward 12 months from the date an employee’s OFLA leave begins. An employee is entitled to use any balance (or number of hours) of the 12 workweek OFLA leave period that has not been used during the preceding 12 months.

Invoking OFLA Leave

An employee must request OFLA leave in writing by submitting a completed leave request to the Paul Madden or Ken Madden. OFLA leave will be provisionally invoked when Paul Madden or Ken Madden receives the leave request. The employee may then be required to provide completed medical certification in order for OFLA leave to be approved. Copies of the necessary forms can be obtained from Paul Madden or Ken Madden.

If the need for OFLA leave is foreseeable due to a planned medical treatment, an employee must make a reasonable effort to schedule the leave by consulting with Paul Madden or Ken Madden regarding scheduling the leave, so as not to disrupt the Company’s operations. In such cases, the employee shall give Paul Madden or Ken Madden at least 30 days advance notice of the need for leave. If 30 days advance notice is not possible, the employee will provide notice to Paul Madden or Ken Madden as soon as practicable, ordinarily within two (2) business days after the need for leave becomes known to the employee. The employee may designate a personal representative to act on his/her behalf, if necessary.

If an employee is unable to submit a leave request due to the nature of his/her condition or emergency, he/she can request that a supervisor submit the form on his/her behalf. If an employee is not able to contact a supervisor in a timely manner, the employee is encouraged to have his/her personal representative call the supervisor or Paul Madden or Ken Madden. In an emergency, an employee must at least give oral or written notice to his/her supervisor or Paul Madden or Ken Madden within 24 hours before or after starting leave.

An employee is expected to follow leave reporting guidelines established by his/her supervisor and the Company. It is the employee’s responsibility to ensure his/her use of leave is authorized by Paul Madden

or Ken Madden. Failure to give timely notice of foreseeable leave may result in the Company reducing the employee's available OFLA leave or other disciplinary action.

At any time, given sufficient information, the Company can invoke OFLA and designate leave as OFLA leave. The Company will give notice to the employee when OFLA leave is invoked, specifying the reasons for such action. The employee will be given the opportunity to provide an explanation and information that may reverse the Company's decision to invoke OFLA leave.

OFLA Medical Certification Requirements

The Company requires medical certification to determine if leave qualifies under OFLA, to designate qualifying leave, and to notify the employee of the leave designation. Medical certification also provides the Company with information to determine if the leave is for the employee's own serious health condition or that of a member of his/her family.

If leave is not foreseeable, the medical certification form is due within 15 days of the Company's request. If circumstances do not permit the employee to obtain and provide the certification form on time, the employee may request an extension from Paul Madden or Ken Madden.

For pregnancy-related leave or chronic or long-term health conditions, recertification may be requested by the Company no more often than every 30 days unless:

- An employee requests an extension of leave;
- The duration or nature of the condition has changed significantly; or
- The Company receives information casting doubt on the employee's reason for the absences.

OFLA Leave Usage – Continuous or Intermittent

OFLA leave may be taken on a continuous basis or, if medically necessary, on an intermittent basis. Continuous leave occurs when the employee is required to be off from work for a continuous block of time, without a break in leave. Intermittent leave occurs when the employee takes leave in blocks of time, or he/she reduces their normal weekly or daily work schedule.

OFLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. However, if OFLA leave is for birth and care or placement for adoption or foster care of a child, the use of intermittent leave is at the discretion of the Company.

When intermittent leave is needed to care for an immediate family member, the employee's own illness, or is for planned medical treatment, the employee is encouraged to schedule treatment so as not to unduly disrupt the operations of the Company. It is not always possible for the Company to accommodate an employee's use of unscheduled, unplanned leave. In those cases, the use of intermittent leave requires an employee and his/her supervisor to work together to balance work and family. Conversation and exploring alternatives is the best way to resolve conflicts that might occur. If a situation arises that is not easily resolved between the employee and his/her supervisor, contact Paul Madden or Ken Madden before any action is taken.

In all cases of intermittent leave, an employee is expected to perform the requirements of the position and the full job responsibilities while at work. If modifications to the job duties are requested, the employee or the supervisor is to contact Paul Madden or Ken Madden before any action is taken.

Coordination of OFLA with Other Leaves

An employee must use accrued paid leave during an OFLA qualifying event. The use of paid leave does not increase, in whole or in part, the amount of OFLA leave available to an employee. All OFLA leave runs concurrently with Company-provided paid leave that the employee may be entitled to, as follows:

Holidays and Company closures count toward OFLA leave hours taken. A workers' compensation injury, however, is not considered an OFLA qualifying event, and leave taken because of an on-the-job disabling injury will not reduce the amount of OFLA time that the employee may take in the year, unless the disabled employee refuses an offer for light duty or modified work, in which case OFLA leave automatically begins upon refusal.

If the employee has Short and/or Long Term Disability coverage, he/she is encouraged to contact Paul Madden or Ken Madden to discuss coordination of benefits.

Release to Return to Work

A Release to Return to Work (Fitness for Duty) certification is required from the employee before he/she can return to work. The Company may require a Release to Return to Work certification when:

- The Company gave the employee advance notice that medical certification would be a condition of reinstatement; and
- The employee took OFLA for his/her own serious medical condition.

A return-to-work certification will not be required upon an employee's return to his/her regular work schedule from intermittent leave. The Company will pay for the cost of any medical examination not covered by insurance.

Reinstatement upon Return from Leave

Upon returning from OFLA leave, an employee will generally be reinstated to the position held when his/her leave began. The Company's obligation to restore the employee to the same or an equivalent position ceases:

- If and when the employment relationship would have terminated (either through termination or layoff action) if the employee had not taken leave;
- The employee informs the Company of his/her intent not to return to work at the expiration of the leave;
- The employee fails to return to work at the expiration of the leave; or
- The employee continues on leave after exhausting his/her leave entitlement in the 12-month period.

An employee who exceeds his/her OFLA leave and remains off work under a non-OFLA leave is not entitled to reinstatement to the same or an equivalent position under OFLA. The employee's right to reinstatement will be controlled by the non-OFLA leave policy, or other applicable laws, such as those relating to workers' compensation for workplace injuries.

Once the employee has been reinstated, the Company may not be required to continue the employee's employment if the employee would have otherwise been laid off or terminated. The reinstated employee may be held to the same standards for performance, termination or layoff as other employees.

Restricted Access to Medical Information

Medical information relating to OFLA leave, whether verbal or written, will be kept confidential to the extent possible. Information will be shared on a need-to-know basis only. All documents including but not limited to medical certifications will be maintained in restricted access files separate from personnel files. The employee's supervisor is not to have any contact with the employee's health care provider regarding the employee's leave or medical condition while the employee is on OFLA authorized leave.

Should the Company question the adequacy or the completeness of a medical certification provided by an employee's health care provider, a health care provider representing the Company may contact the employee's health care provider, with the employee's permission, for purposes of clarification and authenticity of the medical certification. If the employee declines to give the Company permission to inquire, through its health care provider, with the employee's health care provider, the employee's absence may not qualify as OFLA leave.

If you want more information regarding your eligibility for a leave under the Family Leave Act and/or the impact of the leave on your seniority and benefits, please contact Paul Madden or Ken Madden.

OFLA Pregnancy Disability Leave

A disabling pregnancy-related condition is covered under OFLA (see above). An employee may be eligible to take up to 12 weeks of leave for a pregnancy related disability (including prenatal care) and may also take up to an additional 12 weeks in the same leave year for any OFLA-qualifying purpose.

OFLA Bereavement Leave

Oregon employees who are eligible for leave under the Oregon Family Leave Act (OFLA) may take up to two (2) weeks of bereavement leave to make arrangements necessitated by the death of a family member (as defined under OFLA), to attend the funeral or memorial service, or to grieve the death of a family member, up to a maximum of 12 weeks in a 12-month OFLA leave period. Bereavement leave counts towards the Oregon employee's total available OFLA leave.

Employees who are not eligible for OFLA may still be eligible to use Paid Sick and Safe Time ("PSST") for bereavement purposes. Please see the PSST policy below.

OFLA bereavement leave must be taken within 60 days of the date that the employee receives notice of the family member's death. Oral notice of the need for bereavement leave must be given to Paul Madden or Ken Madden within 24 hours of the beginning of the leave. Written notice must be given no later than three (3) days after the employee returns to work from the leave, although the Company strongly encourages employees to give written notice of the need for bereavement leave as soon as possible under the circumstances.

An employee on OFLA bereavement leave must exhaust any accrued paid time off before the leave will be unpaid.

If spouses or domestic partners both work for the Company, they may take OFLA bereavement leave concurrently.

For more information about OFLA bereavement leave, please contact Paul Madden or Ken Madden.

Leave for Victims of Domestic Violence, Sexual Assault or Stalking

An unpaid leave or safety accommodation may be available to an Oregon employee who is a victim of domestic violence, harassment, sexual assault, or stalking, or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. An employee may take reasonable leave from employment for any of the following reasons:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking;
- To seek medical treatment for or to recover from injuries caused by domestic violence or harassment or sexual assault or stalking of the employee or the employee's minor child or dependent;
- To obtain services from a victim services provider for the employee or the employee's minor child or dependent; or
- To relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee's minor child or dependent.

To be eligible for leave under this section, an employee must give the Company reasonable advance notice, unless advance notice is not feasible, in which case notice must be given as soon as practicable. The Company may require an employee requesting leave under this section to provide certification that (i) the employee or the employer's minor child or dependent is a victim of domestic violence, harassment, sexual assault or stalking; and (ii) the leave is being taken for one of the qualifying reasons set out above. The employee must provide the requested certification within a reasonable period of time, and the Company may provisionally designate leave as qualifying under this section until sufficient certification is received. If sufficient certification is not provided in response to a request, the Company may treat an absence as unauthorized. Any of the following will constitute sufficient certification:

- A copy of a police report indicating that the employee or the employee's minor child or dependent was a victim or alleged victim of domestic violence, harassment, sexual assault or stalking;
- A copy of a protective order or other evidence from a court or attorney that the employee appeared in or is preparing for a civil or criminal proceeding related to domestic violence, harassment, sexual assault or stalking; or
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the employee or the employee's minor child or dependent is undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking;

The Company will maintain the confidentiality of all information provided by the employee for purposes of taking domestic violence leave, including the fact that the employee or the employee's minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking and that the employee has requested or obtained leave under this section. The information will not be released without the express permission of the employee, unless otherwise required by law.

The Company reserves the right to limit the amount of leave available under this section if it would create an undue hardship in the Company's business. Leave under this section can be taken intermittently or pursuant to a reduced work schedule, as appropriate. If leave under this section also qualifies as OFLA

leave, the OFLA leave will run concurrently. An employee will be required to use all available accrued Paid Sick and Safe Time ("PSST") or other paid time off during any leave period approved under this section.

Leave for Crime Victims

An Oregon employee who is eligible to take OFLA leave may also be eligible to take unpaid leave to attend a criminal proceeding involving the employee or the employee's immediate family member, unless the leave would create an undue hardship for the Company's business. An employee must provide the Company with reasonable notice of his or her intention to take leave under this section as well as copies of any notices of the scheduled criminal proceedings received from a law enforcement agency.

An employee will be required to use all available paid time off during any leave period approved under this section.

Oregon Military Family Leave

During a period of military conflict, if an Oregon employee works an average of 20 hours or more hours per week and has a spouse or domestic partner who is a member of the US armed forces, National Guard, or reserves, that employee may be eligible to take up to 14 unpaid days off per deployment after the military spouse/domestic partner has been notified of an impending call or order to active duty and before the deployment starts, or when the military spouse/domestic partner is on leave from deployment.

To be entitled to leave under this section, the employee must provide: (1) notice of intent to take leave within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or, when five-days' notice is not feasible, as soon as practicable; and (2) written documentation certifying that the spouse/domestic partner has been ordered to active duty or will be on leave from deployment during the period of the employee's requested time off from work.

Upon receipt of such notice and documentation, the Company will work with the employee to determine mutually agreeable dates for the employee to take leave to spend time with a military spouse/domestic partner. Oregon Military Family Leave is without pay, but an employee may elect to use accrued paid leave, if any. If an employee who qualifies for leave under this section also qualifies for OFLA leave and/or the Qualifying Exigency entitlements of FMLA, the Company will run the leaves concurrently.

Veterans Day Leave

The Company will allow an Oregon employee unpaid time off to observe Veterans Day, if the employee is otherwise scheduled to work and is a veteran of the Armed Forces of the United States, as defined under Oregon law. An employee must provide the Company with at least 21 calendar days' notice of his or her intent to take time off under this section, and the Company may require that the employee submit documents confirming the employee's veteran status.

Failure to provide the required notice and/or documentation may result in denial of the leave. The Company also may deny a leave request under this section if it determines that such leave would cause significant economic or operational disruption or undue hardship. If the Company denies a qualifying employee's request for time off under this section, the Company will allow that employee to choose, with the Company's approval, a single day off within the year after Veterans Day on which to honor the employee's service.

Leave for Volunteer Firefighters and Search and Rescue

To the extent required by law, the Company provides leave to qualifying volunteer firefighters, members of rural fire protection districts, firefighters employed to perform services under the Emergency Conflagration Act, and search and rescue volunteers. The leave of absence is unpaid.

Bone Marrow Donor Leave

An Oregon employee who works an average of 20 or more hours per week will be allowed up to 40 hours of accrued paid leave to donate bone marrow, unless more time is agreed to by the Company. The Company may require verification from a physician of the purpose and length of leave required by the employee.

Paid Sick and Safe Time (“PSST”)

The Company provides eligible employees who work in Oregon with Paid Sick and Safe Time (“PSST”) when they are unable to work due to a brief illness or for other qualifying reasons.

This policy is intended to comply with the requirements of Oregon’s sick time law in ORS chapter 653 and 659A and the related administrative regulations (collectively, the “Oregon Sick Time Law”). In the event that the Oregon Sick Time Law provides for greater leave rights than this policy, the Oregon Sick Time Law controls.

Who is covered?

This policy applies to employees who perform work in Oregon, whether full-time, part-time, temporary, or seasonal. The policy supplements the Company’s Paid Sick and Safe Time (“PSST”) policy in the Handbook for those employees working in Oregon.

Employees who are employed as of January 1, 2016 are immediately eligible to accrue and use PSST. New employees begin to accrue PSST immediately, but are not eligible to use PSST during the first ninety (90) calendar days of employment (the “Waiting Period.”).

Employees who have a break in employment and are rehired within 180 days will be credited with any previously accrued, unused PSST, and days that the employee worked for the Company before the break in employment will be counted towards completion of the Waiting Period

How Much PSST Do I Have?

All covered employees will accrue one (1) hour of PSST for every 30 hours worked, beginning on their first day of work. Sick Time can be used as soon as an employee has met the eligibility requirements, described above.

Employees may accrue and use a maximum of 40 hours of PSST in a calendar year, January 1 to December 31. The Company strongly encourages employees to take PSST in the year in which it accrues. Employees may carry over a maximum of 40 hours of accrued and unused PSST to the next calendar year. No employee can ever accrue more than 80 hours of PSST, and regardless of how much PSST an employee has accrued, an employee may only use a maximum of 40 hours of PSST in each Leave Year.

What Rate of Pay Will Apply to PSST?

For non-exempt employees, PSST will be paid at the employee's straight time hourly wage rate for each scheduled hour of PSST. The Company will not pay an employee's overtime rate when an employee uses PSST, even for hours that would have been overtime hours if worked.

Exempt salaried employees will be paid at a rate calculated by dividing their prorated weekly salary, based on a 52-week year, by the number of hours in a normal work week.

What Can PSST Be Used For?

Eligible employees may use PSST in increments of one (1) hour or more for any purposes that qualify for paid time off under the Portland Protected Sick Time Ordinance, which include the following:

(i) The diagnosis, care, or treatment of the employee or the employee's family member's mental or physical illness, injury, or health condition, including preventive medical care. For example, PSST may be used for pre-natal visits and routine medical and dental visits. A family member includes a spouse or domestic partner; a biological, step, adoptive, or foster parent or child; a grandparent or grandchild; a parent-in-law; or a person with whom the employee was or is in a relationship of in loco parentis.

(ii) For any qualifying purpose under the Oregon Family Leave Act ("OFLA"), regardless whether the employee is otherwise eligible for OFLA leave. For example, PSST may be used to care for an infant, a newly adopted child under age 18, a newly placed foster child under age 18, or adopted or foster child over age 18 who is incapable of self-care. PSST also may be used to attend a funeral or alternative event, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. PSST used for an OFLA-qualifying reason must be taken within the time periods required under OFLA – e.g., within 12 months after birth or placement of a child, or within 60 days of the date an employee receives notice of the death of a family member.

(iii) To address an incident of domestic violence, harassment, sexual assault, or stalking. For example, PSST may be taken to seek legal or law enforcement assistance or remedies, medical treatment, counseling, the services of a victim services provider, or to relocate or secure an existing home for the employee or the employee's minor child or dependent.

(iv) To address a public health emergency. For example, an employee may use PSST (a) if either the employee's place of business or the employee's child's school or day care is closed by order of a public official due to a public health emergency; (b) to care for a family member whose presence in the community jeopardizes the health of others, as determined by a lawful public health authority or by a health care provider; or (c) if any law or regulation requires the Company to exclude the employee from the workplace for health reasons.

What Notice Must I Provide?

If the need for PSST is foreseeable, the Company requires that employees provide at least two (2) hours' notice to Paul Madden or Ken Madden. Failure to provide the required notice may result in a denial of the request for PSST. Employees will be required to make a reasonable effort to schedule a foreseeable need for PSST in a manner that does not unduly disrupt operations of the Company.

If the need for PSST is unforeseeable, the employee must provide notice to Paul Madden or Ken Madden before the start of the employee's shift or as soon as practicable. The employee must also notify Paul Madden or Ken Madden of any change in the expected duration of the PSST absence as soon as practicable.

Must I Provide Documentation for the Reason for PSST?

If an employee uses PSST for more than three (3) consecutive work days for a purpose, the Company may require reasonable documentation of the purpose for the PSST. Documentation may include, but is not limited to, a signed statement from a health care provider.

How Does PSST Relate to Other Types of Leave?

If you require time off from work because of a reason that qualifies under this policy and the Oregon Sick Time Law, you must use PSST. It is not optional.

Employees may not use Sick Time while on any other paid leave approved by the Company. For example, an employee may not use Sick Time while receiving workers' compensation benefits. Depending on the reason, an employee's use of PSST also may qualify for concurrent leave under federal, state or other local laws, such as leave under the Oregon Family Leave Act (OFLA) or the federal Family Leave Act (FMLA).

How Will I Be Notified of My PSST Balance?

The Company will provide employees with notice of the amount of their accrued and unused PSST each time wages are paid, through a 24-hour accessible Internet portal at www.globalcash.com.

Will I Be Paid for Any Unused PSST?

No, you will not be paid for any unused PSST. Payment for an employee's PSST is not considered earned or owed until PSST is used. Upon an employee's termination for any reason, all unused PSST is forfeited by the employee, and the Company will have no obligation to pay the employee for the unused PSST.

No-Retaliation Policy

The Company strictly prohibits retaliation or discrimination against employees who request or use PSST for a purpose that qualifies under the Oregon Sick Time Law. An employee who believes that he or she has been wrongfully denied PSST or retaliated or discriminated against for requesting or taking PSST must immediately notify Paul Madden or Ken Madden.

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