



## **Handbook Addendum for**

**OHIO**

**2024**

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# **GENERAL INFORMATION**

## **About This Ohio Addendum**

Doherty Staffing Solutions, Inc. (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Ohio employees will receive the Company’s Assignment Handbook and the Ohio Addendum to the Assignment Handbook (together, the “Employee Handbook”).

The Ohio Addendum applies only to Ohio employees. It is intended as a resource containing specific provisions derived under Ohio law that apply to the employee’s employment. It should be read together with the Employee Handbook and, to the extent that the policies in the Ohio Addendum are different from, or more generous than those in the Employee Handbook, the policies in the Ohio Addendum will apply.

The Ohio Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Doherty Staffing Solutions, Inc. or his or her authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of Doherty Staffing Solutions, Inc. or his or her authorized representative.

If employees have any questions about these policies, they should contact their Doherty Staffing Solutions, Inc. representative.

## **COMMITMENT TO DIVERSITY**

### **Equal Employment Opportunity**

As set forth in the Employee Handbook, Doherty Staffing Solutions, Inc. is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Ohio law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, national origin, military status, sex (including pregnancy, childbirth and related medical conditions), disability (including HIV) or age (40 and over) or ancestry. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

## **GENERAL EMPLOYMENT PRACTICES**

### **Access to Wage Information and Medical Records**

#### ***Wage Information for Nonexempt Employees***

Nonexempt employees may obtain records regarding their pay rate, hours worked and amount paid by submitting a written request to their Doherty Staffing Solutions, Inc. representative. Certain individuals, including the employee’s attorney, parent, guardian,

legal custodian or collective bargaining representative may also request this information on the employee's behalf. A request to provide the information to a person acting on the employee's behalf must be signed by the employee whose information is being requested and should reasonably specify the particular information being requested.

Upon receipt of the request, the Company will provide the information within 30 business days, unless doing so would cause a hardship for the Company or unless the Company and the employee or the person acting on behalf of the employee agree to an alternative time. If providing the information within 30 business days presents an hardship for the Company, it will provide the requested information as soon as practicable.

### ***Medical Records***

Upon written request, employees or their designated representatives will be allowed to access any of their medical records retained by the Company, including any medical reports by physicians or healthcare professionals and any hospital or laboratory tests related to physical examinations or tests required as a condition of employment or arising out of a work-related injury or disease.

The Company will provide copies of medical records covered under this policy, but may require employees to pay the cost of furnishing the copies, up to twenty-five cents for each page of a report.

## **PAY PRACTICES**

### **Meal Breaks for Minors**

The Company requires all employees who are under the age of 18 and work more than five consecutive hours to take a 30-minute meal break. There are exceptions to this requirement for minor employees who have received a high school diploma or the equivalent, are heads of household or are contributing to the support of a child. During the break employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take all of the breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their Doherty Staffing Solutions, Inc. representative.

## **TIME OFF AND LEAVES OF ABSENCE**

### **Family Military Leave**

Once per calendar year, the Company will allow employees up to 10 days or 80 hours (whichever is less) of time off from work for family military leave, if all of the following conditions are satisfied:

- The employee has been employed with the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding commencement of the leave.
- The employee is the parent, spouse or a person who has or had legal custody of a person who is a member of the uniformed services and is called into active duty in the uniformed services for a period longer than 30 days or is injured, wounded or hospitalized while serving on active duty in the uniformed services.
- The employee provides notice of the need for leave under this policy at least 14 days prior to taking the leave, if the leave is being taken because of a call to active duty, or at least two days prior to taking the leave if the leave is being taken because of a uniformed servicemember's injury, wound or hospitalization. If the employee receives notice from a representative of the uniformed services that the injury, wound or hospitalization is of a critical or life-threatening nature, the employee may take leave under this policy without providing notice to the Company.
- The dates on which the employee takes leave under this policy occur no more than two weeks prior to or one week after the deployment date of the employee's spouse, child or ward or former ward, in the case of a call to active duty.
- The employee does not have any other leave available except sick leave or disability leave, meaning that the employee does not have military family leave available under the FMLA policy set forth in the Employee Handbook

Employees may be required to provide certification from the appropriate military authority to verify that the employee satisfies the above leave eligibility criteria.

The Company will continue to provide benefits to employees during any period of leave under this policy. Employees will be responsible for the same proportion of the cost of the benefits as they regularly pay during periods of time when not on leave. Leave under this policy is unpaid, except that exempt employees may receive pay for partial day absences, as required by applicable law.

Upon the completion of the leave, employees will be restored to the position they held prior to taking the leave or a position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees should contact their Doherty Staffing Solutions, Inc. representative as to any questions they may have about this policy.

## **Military Leave—Rights to Reinstatement**

Ohio employees who are members of the uniformed services or Ohio organized militia are entitled to the same reinstatement and reemployment rights as are set forth in the

federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the Employee Handbook.

## **Jury and Witness Duty Leave**

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

Employees must provide their Doherty Staffing Solutions, Inc. representative with reasonable advance notice of any jury summons or witness subpoena. Verification from the court clerk of having served may be required.

Time spent engaged in attending court for prospective jury service or witness duty is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty. Employees will not be required to use sick leave or vacation for time spent responding to a summons and/or subpoena, for participating in the jury selection process or for serving on a jury.

## **Crime Victim Leave**

Eligible employees who are crime victims or family members of crime victims may take time off from work to participate, upon the prosecutor's request, in preparation for a criminal or delinquency proceeding; for attending such a proceeding where attendance is reasonably necessary to protect a crime victim's interests; or for attending such a proceeding if the victim's attendance is pursuant to a victim's constitutional and statutory rights.

Employees are eligible for time off under this policy if they are: (1) the victim of the crime at issue in the proceeding; (2) the spouse, child, stepchild, sibling, parent, stepparent, grandparent or other relative of a victim of the crime at issue in the proceeding; or (3) a representative of the crime victim.

Employees who are the victims of, or represent a victim of, an act for which a child has been committed to the legal custody of the department of youth services, will not be terminated, disciplined or otherwise retaliated against for participating in a hearing before the release authority pertaining to the release of the child.

Employees will not be eligible for leave under this policy if they are charged with, convicted of or adjudicated to be a delinquent child for the crime or delinquent acts against the victim or another crime or delinquent act arising from the same episode or conduct.

Time off under this policy will be without pay except as required by applicable law and except that exempt employees will receive pay when required under applicable law.

## **Time Off to Vote**

The Company encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

The Company will not terminate or threaten to terminate an employee for taking a reasonable amount of time off to vote on Election Day. Time off will be without pay for nonexempt employees.

The Company asks that employees provide reasonable advance notice of the need for time off to vote so that the time off can be scheduled to minimize disruption to normal work schedules. Proof of having voted may be required.

## **Election Official Leave**

Employees will be allowed time off to serve as an election official on any registration or Election Day.

Time off for this purpose will be without pay, except that exempt employees may receive compensation for partial day absences, as required by applicable law.

The Company asks that employees provide reasonable advance notice of the need for time off to serve as an election official, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having served as an election official may be required.

## **Volunteer Emergency Responder Leave**

Employees who serve as volunteer firefighters or volunteer providers of emergency medical services may arrive late to work or be absent from work in order to respond to an emergency occurring prior to the employee's reporting time. For purposes of this policy, responding to an emergency includes going to, attending to, or coming from a fire, hazardous or toxic materials spill and cleanup, medical emergency or other situation that poses an imminent threat of loss of life or property to which the fire department or provider of emergency medical services has been or later could be dispatched.

Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

Employees must submit a written notification to their Doherty Staffing Solutions, Inc. representative within 30 days of being certified as a volunteer firefighter or volunteer emergency services provider and must provide notice of any change in their status as a volunteer.

Employees must make every effort to notify the Company when they will be late to work or absent from work to provide emergency services. If notification is not possible,

employees must provide the Company with a written explanation from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization with which the employee serves, to explain why prior notice was not given.

Employees who take time off to respond to an emergency may be required to provide a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, stating that the employee responded to an emergency and listing the time and date of that response.

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside the company's facilities during scheduled work breaks. For purposes of this policy, smoking includes the use of an electronic smoking device and vapor product.

Employees that observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their supervisor or their Doherty Staffing Solutions, Inc. representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Ohio law or this policy.

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

### **Weapons in the Workplace**

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the Employee Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property.

In compliance with Ohio law, however, the Company allows employees who are a "qualifying adult" to transport or store their firearms or ammunition inside their privately owned vehicles in the Company's parking lots or other parking areas provided by the Company, as long as the vehicle is in a location where it is permitted to be and so long as any such firearm or ammunition is locked within the trunk, glove box or other enclosed compartment or container within the vehicle when the licensed employee is not physically present inside it. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others, except in accordance with this policy. For purposes of this policy, a "qualifying adult" means a person who is 21 years of age or older and not otherwise prohibited from possessing a firearm under federal or state law, and who has met the requirements for carrying a firearm established under Ohio state law.



## **Cell Phone Use / Texting While Driving**

As is set forth in the Employee Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that using a handheld electronic wireless communications device to write, send or read a text-based communication is a violation of Ohio law, in addition to being a violation of Company policy.

## **EMPLOYEE BENEFITS**

### **Notice of Continuing Coverage under a Group Policy for Reservists**

Employees who are members of reserve components of the United States or Ohio National Guard (“reservists”) and their covered spouses and dependents are permitted to continue group policy coverage for a period of 18 months after coverage would otherwise terminate because reservists are called for or ordered to active duty.

A Reservist, his or her spouse, and his or her dependents can extend continuation of coverage to a period of 36 months if any of the following events occur during the initial 18-month continuation of coverage period: (i) the death of the reservist; (ii) the reservist and his or her spouses separate or divorce; or (iii) the reservist's dependent children reach the group policies' limiting age.

To elect continuation of coverage, reservists, their spouses, and/or their dependents must provide a written election of continuation of coverage, and pay the initial premiums within 31 days after the reservists' group policy coverage would otherwise terminate.