



## **Handbook Addendum for**

## **RHODE ISLAND**

**2024**

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# **GENERAL INFORMATION**

## **About This Rhode Island 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, Rhode Island employees will receive the Company’s Assignment Handbook and the Rhode Island Addendum to the Assignment Handbook (together, the “Employee Handbook”).

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

The Rhode Island Supplement 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 that person’s 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 and signed by the President/Owner of Doherty Staffing Solutions, Inc. or an 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 compliance with federal antidiscrimination laws. We also comply with Rhode Island law, which prohibits discrimination and harassment against employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace and military/reservist status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company also complies with the Rhode Island law prohibiting discrimination against employees based upon the employee seeking, obtaining or refusing to seek a domestic violence protective order.

### **Sexual and Other Prohibited Harassment**

Doherty Staffing Solutions, Inc. is committed to providing a work environment free of harassment. The Company complies with Rhode Island law and maintains a strict policy

prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth or related medical conditions), country of ancestral origin, disability, age (40 and over), sexual orientation, gender identity or expression, homelessness, genetic information, HIV/AIDS status, lawful use of tobacco products outside of the workplace, military/reservist status and any other category protected under applicable federal, state or local law.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy, as set forth in the Employee Handbook. The purpose of this policy is to provide Rhode Island employees with additional information regarding harassment.

While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Sexual harassment in the workplace is unlawful. It is also unlawful to retaliate against an employee for filing a complaint of harassment, including a complaint of sexual harassment, or for cooperating in an investigation of a complaint for harassment, including sexual harassment.

Any employee who believes they have been harassed or discriminated against should provide a written or verbal report to their Doherty Staffing Solutions, Inc. representative as soon as possible. The responsibility to investigate complaints of harassment will be assigned to Doherty Staffing Solutions, Inc.'s Human Resource Department.

Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment complaints, including claims of sexual harassment. The EEOC can be reached at:

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Tel: 800-669-4000  
Fax: 617-565-3196  
TTY: 800-669-6820

- The Rhode Island Commission for Human Rights (RICHR) is the state agency responsible for handling complaints of harassment, including sexual harassment. The RICHR can be reached at:

180 Westminster Street, 3rd Floor  
Providence, RI 02903  
Tel: 401-222-2661

Fax: 401-222-2616  
TTY: 401-222-2664

## **Pregnancy Accommodation**

Employees and applicants for employment may request a reasonable accommodation for reasons related to pregnancy, childbirth or a related medical condition (including the need to express breast milk for a nursing child). A reasonable accommodation will be provided to an individual who can perform the essential functions of the job (with or without a reasonable accommodation) unless it imposes an undue hardship upon the Company.

Reasonable accommodations may include but are not limited to: more frequent or longer breaks; time off to recover from childbirth; the acquisition or modification of equipment or seating; the temporary transfer to a less strenuous or hazardous position; job restructuring; light duty; assistance with manual labor; modified work schedules; or break time and private, non-bathroom space for expressing breast milk.

The Company will not take adverse employment actions against employees or applicants who request or use reasonable accommodations in accordance with this policy.

Employees or applicants who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Doherty Staffing Solutions, Inc. representative.

## **GENERAL EMPLOYMENT PRACTICES**

### **Whistleblower Protections**

Employees, applicants and prospective employees have the right under the Rhode Island Whistleblowers' Protection Act to complain of workplace practices or policies that they believe to be in violation of law, against public policy and/or fraudulent or unethical.

The Company will not take any adverse employment action or otherwise retaliate against any employee (or a person acting on behalf of the employee) who:

- Reports (or is about to report) to the employee's supervisor or a public body a violation of law, regulation or rule promulgated under the law, which the employee knows or reasonably believes has occurred or is about to occur;
- Is requested by a public body to testify or participate in an investigation, hearing or inquiry held by the public body or in a court action; or
- Refuses to violate or assist in violating federal, state or local law, rule or regulation.

Employees who wish to report such violations should contact their Doherty Staffing Solutions, Inc. representative or Doherty Staffing Solution, Inc.'s Human Resource

Department at (952) 832-8326. Employees should also consult the Reporting and Anti-Retaliation policy set forth in the Employee Handbook for further information about reporting potential misconduct and about protections from retaliation.

## **Access to Personnel Files**

Employees may review or obtain a copy of their personnel file, generally not more than three times per calendar year, by submitting a written request to their Doherty Staffing Solutions, Inc. representative. The review will take place in the presence of a company representative and at a reasonable time outside of the employee's work hours. Employees are not permitted to remove information from their files. Employees who request a copy of their file may be charged a reasonable fee related to the cost of copying the requested documents.

Certain information is not available for inspection, including: records relating to the investigation of possible criminal offenses and records prepared for use in any civil, criminal or grievance proceedings; letters of reference or recommendation; managerial records kept or used only by the Company; confidential reports from previous employers; and managerial planning records.

## **PAY PRACTICES**

### **Lactation Accommodation**

The Company will provide a reasonable amount of unpaid break time to accommodate an employee desiring to express breast milk for the employee's child. If possible, nursing mothers should take time to express breast milk during their regular rest and/or meal breaks. If the break time cannot run concurrently with rest and/or meal breaks already provided to the employee, the break time will be unpaid for nonexempt employees. If these additional breaks are required, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide a private, secure and safe place, other than a toilet stall, in close proximity to an employee's work area to express milk or breastfeed.

Employees should discuss with their supervisor or Doherty Staffing Solutions, Inc. representative the location to express and store breast milk and to make any other arrangements under this policy. The Company will not discriminate against, discipline or otherwise take adverse action against an employee because she has elected to exercise her rights with regard to breastfeeding and/or expression of breast milk.

### **Meal Breaks**

Employees who work six or more continuous hours are entitled to at least a 20-minute meal break. Employees who work eight or more continuous hours will be provided at least a 30-minute meal break. During the meal break, employees will be relieved of all duties.

A 30-minute, uninterrupted meal break will be unpaid for nonexempt employees. Employees may not take a shorter meal break or skip a meal break to leave work early.

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

## **Sunday and Holiday Work**

Nonexempt employees are entitled to be paid at one and one-half times their normal rate of pay for work performed on Sundays and the following holidays: New Year's Day, Memorial Day, Juneteenth National Freedom Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day, or any day on which these holidays are officially celebrated.

For all employers except manufacturers that operate 7 continuous days per week: Employees may refuse to work on a Sunday or one of the above listed holidays and will not be subject to discipline or termination as a result.

## **Discussion of Wages**

No employee is prohibited from inquiring about, discussing or disclosing information about their own wages or the wages of another employee. The Company will not retaliate against employees because they make such inquiries, discussion, or disclosures about their wages or the wages of another employee.

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

### **Vacation / Paid Time Off (PTO)**

The Company will pay employees who have completed one year of service for any accrued but unused vacation or paid time off (PTO) at termination of employment.

### **Rhode Island Sick Leave**

The Company provides eligible employees with **unpaid** sick leave pursuant to the Rhode Island Healthy and Safe Families and Workplaces Act ("HSFWA").

#### ***Eligibility***

All employees whose primary place of work for the Company is Rhode Island, or was in Rhode Island within the previous 12 months, are generally eligible to receive sick leave under this policy. An employee's "primary place of work" will be considered Rhode Island if the employee works in Rhode Island more than any other state. Eligible employees do not include those who are:

- Engaged in the activities of an educational, charitable, religious, or nonprofit organization and render services on a voluntary basis or otherwise do not have an employer-employee relationship with the organization;
- Newspaper deliverers on home delivery;
- Shoe shiners in shoe shine establishments;
- Caddies on golf courses;
- Pin persons in bowling alleys;
- Ushers in theatres;
- Traveling salespersons or outside salespersons;
- Individuals employed by their son, daughter or spouse;
- Children under the age of 21 who are employed by a parent;
- Employed between May 1 and October 1 in a resort establishment that regularly serves meals to the general public and that is open for business not more than six months per year;
- Employed by an organized camp that does not operate for more than seven months in any calendar year (except for individuals employed on an annual, full-time basis);
- Independent contractors;
- Subcontractors;
- Work study participants;
- Individuals who do not qualify as an “employee” under the federal Fair Labor Standards Act; or
- Employed by a health care facility and: licensed to practice nursing; not obligated to work a regular schedule; able to work only when they indicate availability; and paid at a higher rate than employees working a regular schedule at the same facility in the same position.

### ***Accrual and Carryover of Sick Leave***

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

Sick leave accrues at a rate of one hour for every 35 hours worked, up to a maximum of 40 hours in a benefit year. Sick leave will also accrue during all hours paid by the



Company while using paid time off benefits as allowed. For purposes of this policy, the year is January 1, 2024 or the employees first day of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue sick leave based on all hours worked, including overtime.

Employees may carry over all accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of sick leave available for use by reviewing their paystubs.

### ***Using Sick Leave***

Thereafter, employees may use sick leave as it is accrued.

Employees may use a maximum of 40 hours of sick leave per benefit year.

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

To the extent allowed by applicable law, the Company reserves the right to require the use of sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

### ***Covered Reasons for Use***

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.
- A family member's: mental or physical illness, injury or health condition; need to seek medical diagnosis, care or treatment for the illness, injury or health condition; or need for preventive care.
- Absences due to domestic violence, sexual assault, or stalking of the employee or the employee's family member.
- Closure of the employee's place of business by order of a public official due to a public health emergency.

- The employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- The employee's need to care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a healthcare provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

*Family Member.* For purposes of this policy, "family member" means the employee's spouse, domestic partner, child (including the child of a domestic partner), parent (including the parent of a spouse or domestic partner), grandchild, grandparent, sibling, another member of the employee's household, or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

### ***Notice Required***

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide advance notice to their Doherty Staffing Solutions, Inc. representative of an absence from work. Employees must also make a reasonable effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use sick leave is unforeseeable, employees must provide notice to their Doherty Staffing Solutions, Inc. representative as soon as practicable. Employees may provide notice to their Doherty Staffing Solutions, Inc. representative by phone, e-mail or text.

When notifying the Company of the need to use sick leave, an employee should include the anticipated duration of the absence, when possible.

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

### ***Verification of Absence***

If an employee uses sick leave for more than three (3) consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, sexual assault, or stalking); and/or other verification as permitted by applicable law. The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

### ***Discipline for Unprotected Use of Sick Leave***

Discipline – up to and including termination – may be taken against an employee who uses sick leave for a purpose not covered by, or in a manner not consistent with, the HSFWA. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy’s requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

### **FOR EMPLOYERS OF 18+ EMPLOYEES (IN RHODE ISLAND ONLY):**

#### ***Rate of Pay***

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

#### ***Separation from Employment and Rehire***

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

If an employee’s employment with the Company ends and the employee is rehired within 90 days of employment ending, the employee’s previously unused sick leave balance will be reinstated and made available for use in accordance with the HSFWA.

#### ***No Discrimination or Retaliation***

As long as the use of sick leave complies with the requirements of this policy and the HSFWA, the Company will not count employees’ use of sick leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

#### ***Additional Information***

Employees who have questions about the Rhode Island Sick Leave policy should contact their Doherty Staffing Solutions, Inc. representative.

### **Parental and Family Medical Leave of Absence**

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the Company will grant time off to

employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA) and the Rhode Island Parental and Family Medical Leave Act (RIPFMLA). If both the FMLA and RIPFMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

The following policy addresses employees' rights under the RIPFMLA. Employees should refer to the Employee Handbook for additional details regarding the FMLA. All questions concerning this policy should be directed to their Doherty Staffing Solutions, Inc. representative.

### ***Employee Eligibility***

To be eligible for leave under the RIPFMLA, an employee must have been employed by the Company for at least 12 consecutive months, and be a full-time employee, working an average of at least 30 hours per week.

### ***Leave Entitlement***

Eligible employees may request leave under this policy for one or more of the following reasons:

- The birth of the employee's child or the placement for adoption of a child 16 years of age or younger with the employee.
- The employee's own serious illness; and
- The serious illness of the employee's parent, spouse, child, mother-in-law or father-in-law.

For purposes of this policy, a "serious illness" is defined as a disabling physical or mental illness, injury, impairment or condition that involves inpatient care in a hospital, nursing home or hospice, or outpatient care requiring continuing treatment or supervision by a health care provider.

### ***Length of Leave***

Eligible employees are allowed to take up to 13 consecutive workweeks of leave under the RIPFMLA in any two calendar years. If a leave qualifies under both the FMLA and the RIPFMLA, the leave will count against the employee's entitlement under both laws and run concurrently.

### ***Notice and Certification***

Employees must give at least 30 days' written notice of the intended dates on which parental or family leave will begin and end unless a medical emergency prevents giving such notice. The employee's notice must include the employee's name, the employee's

position at the company and a detailed description of the circumstances entitling the employee to leave under this policy. In addition, the Company may require employees to provide certification from a physician indicating the probable duration of the employee's leave.

### ***Compensation and Benefits During Leave***

Leave taken under this policy is unpaid, although, depending upon the circumstances, employees may be eligible for temporary caregiver insurance benefits, as described more fully in the Temporary Caregiver Insurance Program and Leave policy contained in this Rhode Island Supplement. The use of paid benefits will not extend the length of a RIFFMLA Leave.

The Company will maintain an employee's existing health benefits during the course of their leave as if the employee had continued in employment and had not taken leave. Benefits accrued prior to the leave will not be lost due to the leave of absence.

### ***Reinstatement***

Upon expiration of leave under the RIFFMLA, employees will be reinstated to their former position or a position with equivalent seniority, status, employment benefits, pay and other related terms and conditions of employment in accordance with the law.

## **Temporary Disability Insurance Program and Leave**

Rhode Island provides temporary disability insurance (TDI) to employees who are unable to perform their work duties due to a non-work-related illness or injury.

Employees eligible for TDI benefits are those who meet a financial eligibility threshold set by the state, work for a RI covered employer and have a medically certified disability. Most individuals who work in Rhode Island, regardless of place of residence, are covered by TDI. Exceptions include federal, state, and some municipal employees as well as partners and non-incorporated self-employed workers.

TDI only covers non-occupational injuries. If employees are injured on the job, they should file for Worker's Compensation and not RI TDI.

There is no waiting period for TDI benefits; however, an individual must be out of work for at least seven consecutive days in order to be eligible for TDI benefits.

Employees must provide the Company with a written notice of their intent to take TDI leave at least 30 days before leave will begin. Failure to provide notice may delay or reduce benefits unless the need for leave was unforeseeable or the timing of the leave changes for unforeseeable reasons. Employees must also file a certificate form with the Department of Labor and Training to receive TDI benefits. A TDI claim cannot be filed with the state until an employee is out of work due to illness or injury and must be filed within 90 days of the first week out of work due to illness.

TDI provides up to thirty weeks of wage replacement at two-thirds of an employee's regular wages per benefit year. The leave is paid by the state and funded by deductions from employees' compensation. TDI is an income replacement benefit and does not provide an employee with the right to reinstatement to their own or a comparable job after receiving benefits.

If a leave qualifies under the TDI program and the federal Family and Medical Leave Act (FMLA) and/or the Rhode Island Parental and Family Medical Leave Act (RIPFMLA), the leave will count against the employee's entitlement under those laws and will run concurrently. Employees cannot receive TDI and unemployment during the same weeks.

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

## **Temporary Caregiver Insurance Program and Leave**

Rhode Island provides temporary caregiver insurance (TCI) to employees who are unable to perform their work duties for any of the following reasons:

- To care for or bond with a newborn (under one year old), adopted or foster child; or
- To care for a seriously ill child, spouse, parent, parent-in-law, grandparent or domestic partner.

For purposes of this policy, a child includes a biological, adopted, foster, or stepchild, as well as a legal ward, a son or daughter of a domestic partner, or a son or daughter of an employee who stands *in loco parentis*, or in the place of a parent, to the child. A parent includes a biological, foster, adoptive, or stepparent, as well as a legal guardian or other person who stood *in loco parentis*, or in the place of a parent, to the employee or the employee's spouse or domestic partner when they were children.

Employees eligible for TCI benefits are those who are eligible for unemployment insurance benefits. An individual must be out of work for at least seven consecutive days in order to be eligible for TCI benefits.

Employees must provide the Company with a written notice of their intent to take TCI leave at least 30 days before leave will begin. Failure to provide notice may delay or reduce benefits, unless the need for leave was unforeseeable or the timing of the leave changes for unforeseeable reasons. Employees must also file a certificate form with the Department of Labor and Training to receive TCI benefits. The Company will keep any information provided in connection with TCI leave confidential, to the extent possible and in accordance with applicable law.

TCI provides up to six weeks of wage replacement at two-thirds of an employee's regular wages per benefit year. The leave is paid by the state and funded by deductions from employees' compensation.

The Company will maintain employees' existing health benefits during the leave as if the employee had continued in employment rather than taken leave. Employees remain responsible for any of their shared costs associated with the health benefits.

If a leave qualifies under the TCI program and the federal Family and Medical Leave Act (FMLA) and/or the Rhode Island Parental and Family Medical Leave Act (RIPFMLA), the leave will count against the employee's entitlement under those laws and will run concurrently.

At the conclusion of the six weeks of TCI leave, employees will be reinstated to their former position or a position with equivalent seniority, status, benefits, pay and other employment terms and conditions, including fringe benefits and service credits to which the employee was entitled when leave began, in accordance with the TCI law.

### **Medical Insurance Coverage During Extended Medical Leave**

An employee who is on an extended medical leave may remain on the Company's group medical insurance plan for up to 18 months from the date the employee was placed on extended medical leave. In order to be eligible, the employee must be employed on a full-time basis by the Company for at least three months and must be insured.

Employees may be required to pay up to 100 percent of the plan costs.

### **Family Military Leave**

Eligible employees who are the spouse or parent of a person called to serve in the state or federal military for more than 30 days will be allowed up to 30 days of unpaid time off, while deployment orders are in effect, under Rhode Island's Family Military Leave Act.

Eligible employees are those who have worked for the Company for at least 12 months and have worked at least 1,250 hours in the 12-month period immediately preceding the commencement of leave.

Employees will only be allowed to take family military leave if they have first exhausted all accrued vacation, personal and/or compensatory time (but not sick leave or disability leave). Additionally, leave may only be taken while the servicemember's orders are in effect.

Employees taking family military leave for five or more consecutive workdays must provide notice at least 14 days in advance of the leave. Where possible, employees should consult with their Doherty Staffing Solutions, Inc. representative regarding the scheduling of the leave to minimize disruption to the Company's operations. Employees taking family military leave for fewer than five consecutive days must provide as much advance notice as is practicable.

Where applicable, leave taken under this policy will run concurrently with leave taken under the Family and Medical Leave Act.

The Company will continue to make health benefits available during the leave, but may require that employees pay some or all of the premium payments required to continue coverage. Benefits accrued prior to the leave will not be lost due to the leave of absence.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment, unless reinstatement is denied for reasons unrelated to the leave of absence.

## **Military Leave**

In addition to the military leave rights set forth in the Employee Handbook, Rhode Island employees who enter the United States armed forces will be entitled to reinstatement to their former position or a position of like seniority, status and pay, so long as:

- They receive an honorable discharge from service;
- They request reinstatement within 40 days after receiving an honorable discharge from service;
- They are still qualified to perform the duties of their former position; and
- The Company's circumstances have not changed such that reinstatement is impossible or unreasonable.

Additionally, regular full-time and part-time (i.e., nontemporary) employees who are members of the National Guard of Rhode Island or of any other state or of the United States Reserves are entitled to an unpaid leave of absence to perform military service.

Upon return from military service, employees will be reinstated to their former position or to a position of like seniority, status and pay as long as they:

- Had a nontemporary job before taking leave;
- Provide evidence that training or service was satisfactorily completed; and
- Are still qualified to do the job.

Rhode Island employees who are members of the National Guard of Rhode Island or any other state and called to perform military service are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act and described more fully in the Military Leave policy set forth in the National Handbook.

## **Crime Victim Leave**

Employees who are victims of a crime may take time off from work to attend court proceedings related to the crime. Time off under this policy will be without pay, except



that may use accrued paid vacation days, personal leave or sick leave during the time off. Exempt employees will not incur any reduction in pay for a partial week absence due to witness duty.

Prior to taking leave under this policy, employees must provide the Company with a copy of the notification of court proceedings.

The Company reserves the right to limit leave taken under this policy if the time off creates an undue hardship to its business.

## **Jury and Witness Duty Leave**

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summonses or subpoenas, attend court for prospective jury service, serve as a juror or give evidence or testify as a witness before a court or judicial, quasi-judicial, administrative or other entity with the authority to issue subpoenas. Under no circumstances will employees be terminated, or lose a wage increase, promotion or any other benefit of employment because they take leave to serve on a jury or comply with a subpoena.

Employees should promptly provide their Doherty Staffing Solutions, Inc. representative with notice of any jury summons or subpoena. Verification of having served as a juror, potential juror or witness may also be required.

Time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness in response to a subpoena 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.

## **School Involvement Leave**

Eligible employees may take up to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for a child for whom the employee is a parent, foster parent or guardian. Eligible employees are full-time employees who have been employed by the Company for 12 consecutive months and work an average of 30 hours per week.

Employees must provide 24 hours' notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's business operations.

Time off under this policy will be unpaid, except that exempt employees will receive pay when required under applicable law. Additionally, employees may elect to use any accrued paid vacation time or other appropriate paid leave during the leave.

## **Emergency Responder Leave**

Employees who are volunteer members of a fire department or ambulance department will be allowed time off to respond to an emergency that occurred prior to the time the

employee is scheduled to report to work. For purposes of this policy, a "volunteer member" means a volunteer, call, reserve or permanent-intermittent firefighter or emergency medical technician, so long as the individual has not received compensation for over 975 hours of services rendered as a fire or ambulance department member during the preceding six months.

Employees may be asked to submit a statement signed by the chief of their ambulance or fire department, certifying the date and time of the employee's response to and return from the emergency. Employees must inform their Doherty Staffing Solutions, Inc. representative of all reasons for any failure to report to work as required.

Time off will be without pay except that exempt employees will receive pay when required under applicable law.

## **Flexible Work Schedules for Part-Time Elected Officials**

Employees who serve as a part-time elected official of an elected body will be eligible for a flexible work schedule to accommodate their attendance at sessions of the elected body whenever practical and within the reasonable operation of the business. Employees wishing to request a flexible work schedule under this policy should notify their Doherty Staffing Solutions, Inc. representative.

The Company will not terminate or take other adverse action against employees based on their activities or decisions as a part-time elected official and will not otherwise discriminate against employees serving as an elected official because of their legislative activities, votes or business.

## **SAFETY AND SECURITY**

### **Smoke-Free Workplace**

The Company prohibits smoking in the workplace and in company-owned vehicles occupied by more than one person. For purposes of this policy, smoking includes the use of electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery system products or other similar products.

Employees wishing to smoke may do so during scheduled work breaks outside Company facilities where smoke does not migrate back into the workplace.

Employees who 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 Doherty Staffing Solutions, Inc. representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Rhode Island law or this policy.

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

## **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 while driving a company-owned vehicle. Employees should also be aware that using a portable electronic device in a manner not consistent with hands-free operation to compose, read or send text messages (including emails and instant messages) while driving or to engage in a call while the vehicle is in motion is a violation of Rhode Island law, in addition to being a violation of company policy.

Rhode Island law also prohibits drivers of commercial motor vehicles from using a hand-held mobile telephone.

Rhode Island law also prohibits minors and school bus drivers from using a personal wireless communication device while driving.