

## **CONNECTICUT ADDENDUM – For Connecticut Employees Only**

To our Connecticut employees: please note that wherever Connecticut law provides for or offers greater protections to our employees, Connecticut law will govern. All of the policies set forth below may not be applicable to all employees. Please contact a member of the Human Resources Department if you have any questions about any policies in this Addendum.

### **Connecticut Family and Medical Leave Act**

Under Connecticut's Family and Medical Leave Act, Eligible Employees may receive up to twelve weeks of leave in a twelve-month period for (1) the birth of a child of the employee; (2) the placement of a child with the employee in connection with the adoption or foster care of the child; (3) to care for a Family Member with a serious health condition; (4) a serious health condition of the employee; (5) to serve as an organ or bone marrow donor; (6) a qualifying exigency related to the employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the armed forces; and (7) for reasons related to family violence (but subject to a twelve day limitation). Employees who have earned wages of \$2,325 in the highest-earning quarter of the first four of the five most recently completed quarters (the "base period") and are currently employed, or were employed within the last twelve weeks, are eligible for paid family leave administered by the Connecticut Paid Leave Authority.

"Eligible Employee" means an employee who has been employed for at least three months immediately preceding his or her request for leave. A Family Member means a son, daughter, parent, parent-in-law, grandparent, grandparent-in-law, sibling, spouse of the employee, or an individual related to the employee by blood or affinity, and whose close association the employee shows to be the equivalent of those family relationship.

Except in the case of leave taken because of the birth or placement of a child with the employee in connection with adoption or foster care, unless otherwise agreed by the Company, an Eligible Employees may be eligible to take leave on an intermittent basis for a serious health condition of an Eligible Employee or covered family member. Eligible Employees may be entitled to two additional weeks for pregnancy-related health conditions resulting in incapacitation. An employee may be required to use concurrently utilize accrued paid vacation/personal leave as part of such family/medical leave; provided that Eligible Employees may choose to retain up to two weeks of accrued paid vacation/personal leave, if available, and the total compensation received by the employee cannot exceed the employee's regular rate of compensation. For those employees who qualify for leave under the federal Family Medical Leave Act, leave pursuant to this policy will run concurrently with leave to which the employee may be entitled under the federal Family Medical Leave Act.

If the leave is foreseeable for the birth or placement of a child due to adoption or foster care, the employee must provide at least 30 days advance notice before the leave is to begin, unless the date of birth or placement requires leave to begin in less than 30 days, in which case the employee should provide as much notice as is practicable. If the leave is for a serious health condition, the employee must provide 30 days advance notice, unless the date of the treatment requires leave to begin in less than 30 days, in which case the employee must provide as much notice as is practicable. For a serious health condition of a covered family member, the employee must provide

certification stating (1) the date on which the serious health condition began; (2) the probable duration; (3) appropriate medical facts within the health care provider's knowledge regarding the condition; and where applicable, (4) information regarding the need for intermittent leave. For the employee's own serious health condition, the employee must provide certification stating (1) the date on which the serious health condition began; (2) the probable duration; (3) appropriate medical facts within the health care provider's knowledge regarding the condition; and where applicable, (4) information regarding the need for intermittent leave.

Employees who take leave under the law are entitled to be restored to their original positions or, if the original position is not available, to an equivalent position with equivalent benefits, pay, and terms and conditions of employment. The law prohibits retaliation for Eligible Employees requesting or using paid leave under state law. While employees are encouraged to report claims internally, if an employee believes that he or she has been subjected to retaliation, he or she may file a formal complaint with the Connecticut Department of Labor.

Employees will apply to the Company for time away from work, by contacting Human Resources. Paid leave will be administered by the Connecticut Paid Leave Authority. To receive income replacement while on leave, you must contact the Connecticut Paid Leave Authority at <https://ctpaidleave.org/>. In some situations, it will be necessary for the employee, the Company and the Connecticut Paid Leave Authority to communicate in order to establish the reason for the leave or to verify the duration and frequency of the leave.

### **Policy Against Unlawful Sexual Harassment**

It is the Company's policy to prohibit harassment of any kind within the workplace. The purpose of this policy is to ensure that at the Company all employees are free from sexual harassment. "Sexual harassment" is defined by Conn. Gen. Stat. §46a-60(b)(8) as any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when:

- (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (B) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- (C) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can happen to anyone, regardless of the gender of either the harasser or the person harassed. Employees, interns, temporary workers and visitors to places of public accommodations are all protected by sexual harassment laws. Anyone in a workplace could be a sexual harasser, from supervisors and coworkers to vendors and visitors.

Sexual harassment does not have to occur in the workplace for it to be illegal. For example, it can be at an off-site office holiday party or at a happy hour. It also does not have to take place face-to-face, but can occur on social media or through text messages.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, displaying sexually images, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about an employee's own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he/she has been subjected to conduct which violates this policy, employees should immediately report the matter to the Manager. If an employee is unable for any reason to contact this person, or if an employee has not received a satisfactory response, please contact the Human Resources or Legal Department. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination. All employees must cooperate with all investigations.

While employees are encouraged to report claims internally, if an employee believes that he or she has been subjected to sexual harassment, he or she may file a formal complaint with the government agency or agencies including: the Connecticut Commission on Human Rights and Opportunities (CHRO) or with the Equal Employment Opportunity Commission (EEOC). If the harassment occurred prior to October 1, 2019, you have 180 days to file a complaint with the CHRO. If the harassment occurred after October 1, 2019, you have 300 days to file. Using the Company's complaint process does not prohibit an employee from filing a complaint with these agencies. Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties, which may include, but are not limited to, cease and desist orders; hiring, promotion or reinstatement; compensatory damages, back pay, temporary or permanent injunctive relief, punitive damages, attorney's fees and court costs.

### **Employee Personnel Files**

Upon written request to Human Resources, you will be permitted to inspect your own personnel file in the presence of a designated Company official. This inspection will be allowed no more than two times per year.

The Company will provide you with a copy of your personnel file within seven business days of receipt of your written request. Upon request, the Company will also provide your physician with a copy of your medical records (if any are in the Company's possession). The Company may charge you a copying fee.

On agreement between the Company and employee, personnel file or medical record information with which the employee disagrees may be removed or corrected. Where the employee and the

Company cannot reach agreement to remove or correct the disputed information, the employee may submit a written statement. The employee's statement will be maintained as part of the personnel file and will be transmitted or disclosed whenever the file is made available to a third party. The inclusion of any written employee statement without further comment or action by the employer does not imply or create the presumption that the Company agrees with the statement.

Except under certain circumstances for business purposes or required by law, the Company will not disclose any information in your personnel file or medical records (if any are in the Company's possession) to third parties without your consent for the disclosure.

### **Electronic Monitoring**

Employees should recognize that their work activities and communications may be subject to electronic monitoring. "Electronic monitoring" is defined as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information for security purposes in common areas of the employer's premises which are held out for use by the public, or which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice or video devices) while on the Company's premises, except that employees will not be subject to any such monitoring or recording in areas designed for the health or personal comfort of the employees or for safeguarding of their possessions, such as rest rooms, locker rooms or lounges.

Employees should understand that their activities involving Company computer equipment and computer and/or electronic documents, data and communications, including e-mail and internet usage, are subject to being monitored, recorded and reviewed. Employees should be aware that the fact that a document, data or communication has been "deleted" by the employee does not mean that the item cannot be monitored or retrieved and reviewed.