

## **ILLINOIS ADDENDUM—For Illinois Employees Only**

To our Illinois employees: please note that wherever Illinois law provides for or offers greater protections to our employees, Illinois 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.

### **HARASSMENT IN ILLINOIS (INCLUDING CHICAGO, IL)**

The Company hopes that any incident of sexual harassment can be resolved through the internal Reporting Procedure outlined in the handbook. However, in Illinois, employees have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR must be filed within 300 days of the incident of sexual harassment. A charge with EEOC must be filed within 300 days of the incident.

The State of Illinois also has created a Sexual Harassment Helpline: 1-877-236-7703 which is administered by the Illinois Department of Human Rights (IDHR).

### **ADMINISTRATIVE CONTACTS**

#### Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

#### Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

#### United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000

Chicago TTY: 312-869-8001

Employees working in Chicago, Illinois are also reminded that sexual harassment and retaliation are illegal in the City of Chicago. The Human Rights Ordinance defines sexual harassment as any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature or (ii) requests for sexual favors or conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or such conduct has the effect of creating a hostile or offensive work environment.

Employees may report sexual harassment using the reporting avenues set forth in the harassment policy in the main handbook. The Company prohibits sexual harassment and will not retaliate

against anyone that brings a complaint of sexual harassment or participates in an investigation of sexual harassment. All employees will be provided annual sexual harassment training in accordance with applicable law.

## **PREGNANCY ACCOMMODATIONS IN ILLINOIS**

### **A. Eligibility:**

This policy applies to all applicants or employees of the Company in the State of Illinois, and controls where it may conflict with the Company's other policies.

### **B. General Provisions:**

The Company complies with employment laws applicable to mothers and expectant mothers, including the Family Medical Leave Act, Pregnancy Discrimination Act, Americans with Disabilities Act and Illinois Human Rights Act. In Illinois, it is the Company's policy to make reasonable accommodations for pregnancy, childbirth and medical and common conditions related to pregnancy and childbirth if requested by an applicant or employee, and agreed upon.

### **C. Procedure for Requesting Accommodations:**

1. Illinois applicants or employees that require accommodation(s) for pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth shall make the request to her immediate supervisor or Human Resources, which will work with them to determine any effective reasonable accommodation(s). An accommodation(s) may not be reasonable where it poses an undue hardship on the Company.
2. The employee may be required to provide documentation from her physician to support the need for the reasonable accommodation(s). Documentation may include the medical justification for the requested accommodation(s), a description of the reasonable accommodation(s) that is medically advisable, the date the reasonable accommodation(s) became medically advisable, and the probable duration of the reasonable accommodation(s).
3. Employees have the right to reject any unsolicited accommodation offered by the Company. Additionally, teammates have the right to continue working during a pregnancy if a reasonable accommodation is available which would allow the teammate to continue to perform her job.

### **D. Enforcement:**

The Company prohibits discrimination, harassment, and retaliation against applicants and employees for requesting and/or using accommodation(s). If an applicant or employee experiences such prohibited conduct, they must file a complaint with the Company as set forth in the Company's policies. Employees have the right to file a charge with the Illinois

Department of Human Rights within 300 days of the conduct and/or the United States Equal Employment Opportunity Commission within 300 days of the conduct.

Illinois Department of Human Rights

Chicago: 312-814-6200 or  
800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

U.S. Equal Employment Opportunity  
Commission

Chicago: 800-669-4000

Chicago TTY: 800-869-8001

## **ILLINOIS BREASTFEEDING/LACTATION**

The Illinois Nursing Mothers in the Workplace Act was amended to provide paid break time to nursing mothers to express milk as needed during work hours.

During at least the first year after her child is born, a nursing mother may take lactation breaks whenever she needs, for a “reasonable” time. Employers must provide a private location in close proximity to the employee’s work space, other than a bathroom stall, for this purpose.

The break time may run concurrently with other breaks already provided to the employee. The employee’s compensation may not be reduced for the time used for expressing milk or nursing a baby.

## **BEREAVEMENT LEAVE**

Family Bereavement Leave: The Illinois Family Bereavement Leave Act (“FBLA”) requires covered employers to provide unpaid bereavement time following the death of a child. Effective January 1, 2023, the law is expanded to cover additional family members. “Covered family member” means an employee’s child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Employers that have more than 50 employees are covered. To be eligible for leave, an employee must have worked at least 12 months for the Company 1,250 hours during the prior 12-month period (i.e., an employee eligible under the federal FMLA).

Employees are entitled to a maximum of 2 work weeks, or 10 work days, of unpaid bereavement time following the death of a child or covered family member as defined under FBLA. Employees may be entitled to up to 6 weeks of unpaid bereavement time in the event of the death of more than one child or covered family member during a 12-month period.

Bereavement leave may not be taken in addition to unpaid leave permitted under the federal FMLA and may not exceed unpaid leave time allowed under the FMLA. An employee may elect to substitute part or all of any paid or unpaid leave (including sick leave, personal leave, or other

similar leave) to which the employee is entitled pursuant to any applicable law or benefits program. Any paid and unpaid leave will run concurrent.

Employees must provide employers with 48 hours of notice before the leave, unless not reasonable and practicable. Employers may not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under the FBLA.

Child Extended Bereavement Leave: In addition to the leave above, effective January 1, 2024, the CEBLA provides additional leave, beyond that provided in the Family Bereavement Leave Act, for an employee who experiences the loss of a child by suicide or homicide.

Unlike the FBLA, in order to be eligible, employees must be full-time and must have worked for the employer for at least 2 weeks. The duration of leave depends on the size of the employer, as follows:

- Employers with 250 or more full-time employees in Illinois: Employees may take up to 12 weeks of CEBLA leave (which may be unpaid).
- Employers with 50 to 249 full-time employees in Illinois: Employees may take up to 6 weeks of CEBLA leave (which may be unpaid).

CEBLA leave may be taken continuously or intermittently (in increments no smaller than 4 hours). Leave must be completed within one year after the employee notifies the employer of the loss.

Bereavement leave may not be taken in addition to unpaid leave permitted under the federal FMLA and may not exceed unpaid leave time allowed under the FMLA. An employee may elect to substitute part or all of any paid or unpaid leave (including sick leave, personal leave, or other similar leave) to which the employee is entitled pursuant to any applicable law or benefits program. Any paid and unpaid leave will run concurrent.

## **BLOOD AND ORGAN DONATION LEAVE**

Full-time employees who have worked for the Company for at least six months may take up to one (1) hour of paid leave to donate blood every 56 days. Before taking leave under this policy, an employee must obtain approval from the Company.

Full-time employees who have worked for the Company for at least six months may take up to ten (10) days of paid leave in a 12-month period to serve as an organ donor. Before taking leave under this policy, an employee must obtain approval from the Company.

## **VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA) LEAVE OF ABSENCE POLICY**

### **POLICY OVERVIEW**

Under the Illinois Victims' Economic Security and Safety Act of 2003 ("VESSA"), each eligible employee in Illinois is entitled to 12 weeks of unpaid leave during any 12-month period. If this

leave also qualifies as leave under the Family and Medical Leave Act (“FMLA”) then this VESSA leave runs concurrently (meaning, at the same time) with leave under FMLA. Therefore, each time an employee takes leave under either the FMLA or VESSA for an FMLA qualifying reason, the remaining leave entitlement is any balance of the 12 weeks that has not been used during the immediately preceding 12-month period. An employee may take VESSA leave if the employee or a family or household member (includes spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household) was a victim of a sexual assault, stalking, domestic violence, or any other crime of violence and requires the leave for one or more of the following reasons:

- a. to seek medical attention for, or recovery from, physical or psychological injuries caused by domestic, sexual violence, or other crime of violence to the employee or the employee’s family or household member;
- b. to obtain services from a victim services organization for the employee or the employee’s family or household member;
- c. to obtain psychological or other counseling for the employee or the employee’s family or household member;
- d. to participate in safety planning, temporarily or permanently relocating, or to take other action to increase the employee’s safety; or
- e. to seek legal assistance or remedies to ensure health and safety of the employee or employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic, sexual violence or other crime of violence.

An employee’s health insurance coverage, including family coverage, will be continued during the leave, provided that the employee was covered under such policy prior to the leave and provided that the employee continues to pay his or her portion of the premiums, if applicable. An employee is not guaranteed that he or she will be returned to his or her exact position; however, an employee will be returned to the same or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment unless the position was eliminated for legitimate business reasons. Employees will not forfeit benefits they have already earned, such as paid time off pay, but will not accrue additional employment benefits during any period of leave. An employee may use any paid time off that has accrued.

## **ELIGIBILITY**

For purposes of VESSA, an employee is eligible if he or she is employed by the Company on either a full-time or part-time basis in the state of Illinois.

## **NOTICE AND CERTIFICATIONS**

If an employee wishes to take a leave because he or she or a family member was a victim of domestic or sexual violence or any other crime of violence, the employee must provide the Company with at least 48 hours advance notice of the employee’s intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Company will

not take any action if the employee, within a reasonable time after the leave commences, notifies the Company as soon as practicable. In addition, the Company may require the employee to submit a certification that that the employee or a member of the employee's family or household was a victim of domestic or sexual violence and that the leave is for one of the eligible purposes under VESSA. If requested, certification is a sworn statement from the employee and a copy of: (i) documentation from an employee, agent, or volunteer of a victim services organization; an attorney; a member of the clergy; or a member or other professional from whom the employee or the employee's family or household member has sought assistance to address the effects of the violence; (ii) a police or court order; or (iii) other corroborating evidence.

## **TIMING OF LEAVE**

An employee may take a leave consecutively, intermittently or on a reduced schedule basis when the leave is taken because he or she or a household member is seeking assistance due to domestic or sexual violence. When leave is taken intermittently or on a reduced schedule basis, the total amount of the leave will not be reduced. An employee may be required to transfer temporarily to a position that has equivalent pay and benefits and that better accommodates recurring periods of leave.

Intermittent or reduced schedule leave for medical reasons will not be permitted unless the employee, in the case of foreseeable treatment, makes a reasonable effort to schedule the treatment so as not to disrupt unduly the Company's operations and he or she provides thirty days' notice, or as much notice as the required treatment permits. In addition, an employee must provide the Company with a doctor's certification that sets forth the medical necessity of the intermittent or reduced schedule leave and the duration of such leave.

## **RETURNING FROM LEAVE**

If an employee fails to return after VESSA leave for reasons within the control of the employee, the Company is entitled to recover the cost of any premium that was paid for maintaining health coverage for the employee. If an employee fails to return to work after a VESSA leave due to: (i) the continuation, reoccurrence, or onset of domestic or sexual violence or other crime of violence that qualified for VESSA leave; or (ii) other circumstances beyond the control of the employee, the Company is not entitled to recover the cost of any premiums paid and the Company may require the employee to provide certification of the reason for his or her inability to return to work. If the Company requests such certification, it shall include a sworn statement from the employee and documentation from an employee, agent, or volunteer of a victim services organization; an attorney; a member of the clergy; or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence; a police or court record; or other corroborating evidence. COBRA continuation rights will commence at the time the employee's health coverage terminates for failure to return to work.

## **NON-DISCRIMINATION UNDER VESSA**

The Company will not fail to hire, refuse to hire, discharge, constructively discharge or harass, retaliate against or otherwise discriminate against any individual in any form or manner, because:

1. The individual:
  - a. is or is perceived to be a victim of domestic, sexual violence, or other crime of violence;
  - b. attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic, sexual violence or other crime of violence of which the individual or a family or household member of the individual was a victim, or requested or took VESSA leave;
  - c. requested an accommodation in the workplace in response to actual or threatened domestic, sexual violence or other crime of violence, regardless of whether the request was granted; or
  - d. exercised any rights provided for under VESSA or this policy, or opposed any practice made unlawful by VESSA (including filing charges or proceedings under VESSA, providing information in connection with any proceeding under VESSA, or testifying, or is about to testify, in any proceeding under VESSA); or
  
2. The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual violence or other crime of violence against the individual or the individual's family or household member.

#### **REQUESTS FOR ACCOMMODATION (VESSA)**

The Company will provide reasonable accommodations to the known limitations resulting from circumstances relating to an employee being a victim of domestic or sexual abuse or an employee's family or household member being a victim of domestic or sexual abuse so long as the individual is an otherwise qualified individual as defined in Section 30(b)(2) of VESSA, and who is (a) an applicant or employee of the Company; and (b) a victim of domestic, sexual abuse or other crime of violence, or with a family or household member who is a victim of domestic, sexual abuse or other violent crime (provided the employee is not the perpetrator). The Company is not required to provide such accommodations if it would impose an undue hardship on the Company's operations.