

VIRGINIA ADDENDUM—For Virginia Employees Only

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

PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS

State law prohibits unlawful discrimination based on pregnancy, childbirth, or any related medical conditions. Employees have a right to request a reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. Requests for an accommodation may be made through management or the Human Resources Department. Upon request for an accommodation, the company will engage in an interactive process with you to determine if a reasonable accommodation is available that would not cause an undue hardship.

WITNESS/JURY DUTY

Employees may take time from work to respond to a jury duty summons or respond to a subpoena to serve as a witness in a civil or criminal proceeding. Employees must provide the Company with 48 hours' notice (if able) and documentation to support time off from work. Time off under this policy is unpaid. Employees may elect to use accrued vacation time for any otherwise unpaid time taken under this policy.

An employee who is summoned and appears for more than four hours in a given day, inclusive of travel time, will not be required to work a shift beginning at or after 5:00 p.m. on the day of his or her appearance, or before 3:00 a.m. on the following day.

CRIME VICTIM LEAVE

State law allows employees who are victims of certain crimes, a spouse or child of a victim, a parent or legal guardian of a victim who is a minor, or a spouse, parent, sibling or legal guardian of a victim who is physically or mentally incapacitated or was the victim of a homicide to take unpaid time off to attend a criminal proceeding they may otherwise have a right to attend. Employees may substitute accrued vacation for purposes of an absence under this section. If a non-exempt employee has insufficient accrued vacation, the leave will be unpaid. An employee taking Crime Victim Leave must give his/her supervisor reasonable advance notice of the employee's intention to take time off for these purposes by filling out a Time-Off Request Form and providing the Company with a copy of the notice of the scheduled proceeding, unless advance notice is not feasible. If an unscheduled absence occurs, the employee, within a reasonable time after the absence, must provide the required documentation, including a Time-Off Request Form, to the Company. Leave under this policy may be limited if the employee's leave creates an undue hardship to the Company's business.