

WASHINGTON ADDENDUM—For Washington Employees Only

To our Washington employees: please note that wherever Washington law provides for or offers greater protections to our employees, Washington law will govern. Please contact a member of the Human Resources Department if you have any questions about any policies in this Addendum.

MEAL PERIODS AND REST BREAKS

The following meal and rest break requirements apply to Washington non-exempt employees.

MEAL PERIODS

Employees who work more than 5 hours in a shift are permitted to take a 30-minute duty free meal period, which shall start no less than 2 hours nor more than 5 hours from the beginning of the shift. Employees shall not be required to work more than 5 consecutive hours without a meal period. This means that, depending on when the first meal period is taken and the total hours worked in a shift, an employee may be entitled to take an additional 30-minute meal period.

Example: Employee is scheduled for an 8-hour shift from 9:00 a.m. to 5:00 p.m. Employee takes a meal period from 11:00 to 11:30 a.m. No later than 4:30 p.m., the employee must be provided the opportunity to take a second meal period because the employee will work more than 5 hours after the first meal period. If the employee takes the first meal period at 11:30 or later, no second meal period is required.

Meal Period Timing

- A meal period may not be taken before 2 hours of work is completed.
- No employee shall be required to work more than 5 consecutive hours without a meal period.
- A meal period should be scheduled for shifts in excess of 5 hours. The meal period should be scheduled as close to the middle of the scheduled work shift as possible, and before the 5th hour of work (i.e., the meal period should start no more than 4 hours and 59 minutes into the shift).
- Second meal periods, if applicable, should be scheduled no later than 5 hours after the end of the first meal period.
- Employees working three or more hours longer than a normal work day (the shift the employee is regularly scheduled to work) shall be allowed at least one 30-minute meal period prior to or during the additional work period.

Meal Period Procedure

- Meal periods are unpaid and at least 30 consecutive minutes long. However, unless waived in accordance with this policy (see below), employees will be paid for their meal period if any of the following rare or unexpected circumstances occur: (1) they are required or allowed to remain on duty or perform any work tasks during the meal period or return to work early; or (2) they are required to remain on premises in order to be “on call” and are obligated to respond and/or return to work if called during their meal period. If an employee’s meal period is interrupted, in addition to the meal period being paid, the meal period will be continued until the employee receives 30 minutes of meal period time.
- Employees must clock in and out for all meal periods.
- Employees are free to leave the premises during meal periods.

Meal Period Waiver

Employees may voluntarily waive their meal periods by signing a Meal Period Waiver Form. Employees who waive meal periods may choose to later revoke their waiver by providing a written revocation.

REST BREAKS

- Rest breaks are paid and are ten (10) minutes in duration.
- Rest breaks should ideally be taken as near as possible to the middle of the shift or work period.
- Rest breaks are to be allowed for every four hours worked. No employee shall be required to work more than three consecutive hours without a break.
- Restroom breaks are not considered rest breaks.
- Rest breaks and meal periods cannot be combined.
- Rest breaks cannot be waived.

Scheduled rest breaks are not required where the nature of the work allows employees to take intermittent rest breaks equivalent to ten minutes for each four hours worked.

COMPLAINT PROCEDURE

If anyone or anything interferes with an employee’s ability to take rest breaks or meal periods as outlined in this policy, the employee must immediately notify the employee’s supervisor or manager or Human Resources. No employee will be retaliated against for raising a concern regarding meal periods and/or rest breaks. Failure to comply with this policy may result in disciplinary action up to and including termination.

PREGNANCY ACCOMMODATIONS

In accordance with the Washington Healthy Starts Act, the Company will provide pregnant employees with the following pregnancy accommodations upon request, without need for written certification from a healthcare provider: limiting lifting to 17 pounds; offering more frequent, longer, or flexible restroom breaks as needed; modifying a no-food-or-drink policy; and making seating available or allowing a pregnant employee to sit more frequently. In addition, unless undue hardship on the operation of the business would result, or the employee's continued employment, despite accommodation, would pose a direct threat to the safety of the employee or others, the Company will provide additional reasonable pregnancy accommodations upon provision of written certification of a healthcare provider, as determined based on a case-by-case analysis. The Company will not discriminate or retaliate against employees who request, decline, or use an accommodation under this policy. In addition, the Company will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy. Please contact Human Resources for more information or to request a pregnancy accommodation.

LACTATION BREAKS

The Company will provide reasonable break time for an employee to express breast milk in the workplace for 2 years after the child's birth each time the employee has need to express the milk, and will provide a private location, other than a bathroom, if such a location exists at the place of business or worksite, which may be used by the employee to express breast milk. If the business location does not have a space for the employee to express milk, the Company will work with the employee to identify a convenient location and work schedule to accommodate the employee's needs to express breast milk. Lactation breaks are unpaid; except to the extent they overlap with paid rest breaks.

PREGNANCY DISABILITY LEAVE

The Company provides employees who are disabled by pregnancy, childbirth or related medical conditions with accommodation, including potential leaves of absence, pursuant to the Washington Law Against Discrimination. Pregnancy disability leave is for the period of disability only, and not for childrearing after the disability ends. Leave will be allowed for the entire period of pregnancy-related or childbirth-related disability and will be provided under the same terms and conditions as leave for other temporary disabilities. The Company may require that a licensed healthcare provider certify the actual period of disability. Leave provided under this policy will be in addition to leave available, if applicable, under the Washington Family and Medical Leave Act. Please contact Human Resources for more information.

WASHINGTON PAID FAMILY AND MEDICAL LEAVE ACT

Washington state's Paid Family and Medical Leave is a mandatory statewide insurance program that provides most Washington employees with paid time off to give or receive care.

If an employee qualifies, this program will allow an employee to take up to 12 weeks, as needed, for family or medical leave if you:

- Welcome a child into your family (through birth, adoption or foster placement)*
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative or family member
- Are grieving during the seven (7) days following the death of a newborn or newly placed child
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If an employee experiences multiple events in a year, the employee might be eligible to receive up to 16 weeks, and up to 18 weeks of paid leave if the employee experiences a serious health condition during pregnancy that results in incapacity. Some of the events for which an employee may qualify for wage replacement benefits are subject to a seven (7) consecutive day waiting period.

*The 6 weeks after a child's birth is the postnatal period; any PFML taken during that period will be designated as medical leave, unless the employee chooses to use family leave. Certification of a serious health condition is not required for paid leave taken in the postnatal period.

Payment of premiums

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD).

Premium collection started on January 1, 2019. In 2024, the premium is 0.74 percent of gross wages and this amount may change from year to year as determined by ESD. Employees pay a portion of the premiums and the Company pays the remainder of the premiums. The Company withholds the employee portion of premiums from employees' paycheck as required and submits them to ESD on a quarterly basis.

Taking leave

Employees who have worked 820 hours in the qualifying period may be able to apply to take paid medical leave or paid family leave, even if all of those hours have not been worked with the Company.

If an employee qualifies for leave, the employee may also qualify for partial wage replacement. That means the employee may receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a current minimum of \$100 per week and a maximum of \$1,456 per week. If you qualify for partial wage replacement benefits, you will be paid by ESD rather than the Company during your leave.

Leave under this Paid Family and Medical Leave Policy may run concurrently with other available unpaid or paid leaves. Employees must contact Human Resources to discuss this and other forms of leave for which they may be eligible.

Job Protections

If the Company has 50 or more employees, then employees who return from leave under this policy will be restored to a same or equivalent job if they have worked for the Company for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave. During any period of leave taken under this policy, you may retain your health insurance by continuing to pay your portion of the cost of your health insurance premiums.

The Company prohibits discrimination and retaliation against employees who have requested or taken paid leave. Employees should report any concerns regarding discrimination or retaliation directly to Human Resources.

WASHINGTON FAMILY CARE ACT

Washington employees may use their choice of any accrued paid leave benefits available to them, such as Paid Leave, PTO, holiday, and some short-term disability plans for family care purposes, including (1) to care for a minor child of with a health condition that requires treatment or supervision, including preventative care, or for an adult child who cannot care for themselves because of a disability, or (2) to care for a child, spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition, including temporarily disability because of pregnancy or childbirth. Please contact Human Resources for additional information regarding eligibility and verification requirements.

VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Employees who (or employees whose family members) are victims of domestic violence, stalking, or sexual assault may receive reasonable safety accommodations at work and/or reasonable unpaid leave to seek, or assist a family member in seeking, legal or law enforcement assistance, medical treatment, counseling, obtaining services from a shelter or a victim's advocate program, or for safety planning or relocation. "Family members" include a child (including a biological, adopted, foster, or step child, legal ward or child for whom the employee stands in loco parentis, or in the place of a parent), spouse, registered domestic partner, parent, parent-in-law, grandparent, or a person the employee is dating.

To take this leave, the employee must provide the Company with advance notice of this leave. If advanced notice is not possible, the employee (or someone on the employee's behalf) must provide the Company with notice by no later than the end of the first day that the employee takes such leave. The employee may choose to use any accrued personal time off or paid sick leave, if available, for an absence described above. The leave must be reasonable in duration, which will be determined by management and the affected employee, based upon the circumstances.

The Company will also work with victims of domestic violence to provide reasonable accommodations to ensure an employee's safety at work.

The following certifications may be required upon returning back to work, or before provision of a reasonable safety accommodation at work: (1) a police report showing that the employee was a victim of domestic violence, sexual assault, or stalking; (2) a court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court; or (3) documentation from a medical professional, domestic violence, sexual assault, or stalking victim advocate, health care provider, or counselor showing that the employee's absence was due to treatment for injuries from domestic violence or sexual assault; (4) an employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken for one of the purposes described above. Employees will not be required to provide additional information beyond this required verification, or information that would compromise the safety of the employee or the employee's family member. Except as otherwise required or permitted by law, the Company will maintain the confidentiality of all information employees provide under this policy, including the fact that the employee or a family member is a victim or that the employee has requested leave or safety accommodations for these purposes.

Discharging, harassing, or otherwise discriminating or retaliating against any employee for exercising rights pursuant to this policy is strictly prohibited. Employees who believe they have been subjected to any such improper conduct should contact Human Resources immediately.

MILITARY FAMILY LEAVE

Employees who work an average of 20 hours or more per week whose spouse or registered domestic partner is deployed or on leave from active deployment in the state military, US Armed Forces, the National Guard, or the reserves may take up to 15 days of unpaid leave per deployment while the military service member is on leave from deployment, or before and up to deployment, during a period of military conflict. Employees may split their 15 days of leave between different periods of time (i.e., pre-deployment or while the servicemember is on leave during deployment), however, the total number of days of leave cannot exceed 15 days per deployment. Employees must provide Human Resources with notice of the employee's intent to take leave within five business days of receiving official notice that the employee's spouse or registered domestic partner will be on a leave or will be called or ordered to duty. This leave is unpaid. However employees may use any available paid time off for the absence. Please contact Human Resources for additional information regarding eligibility and verification requirements.