



COLLEAGUE HANDBOOK

EFFECTIVE JANUARY 2025

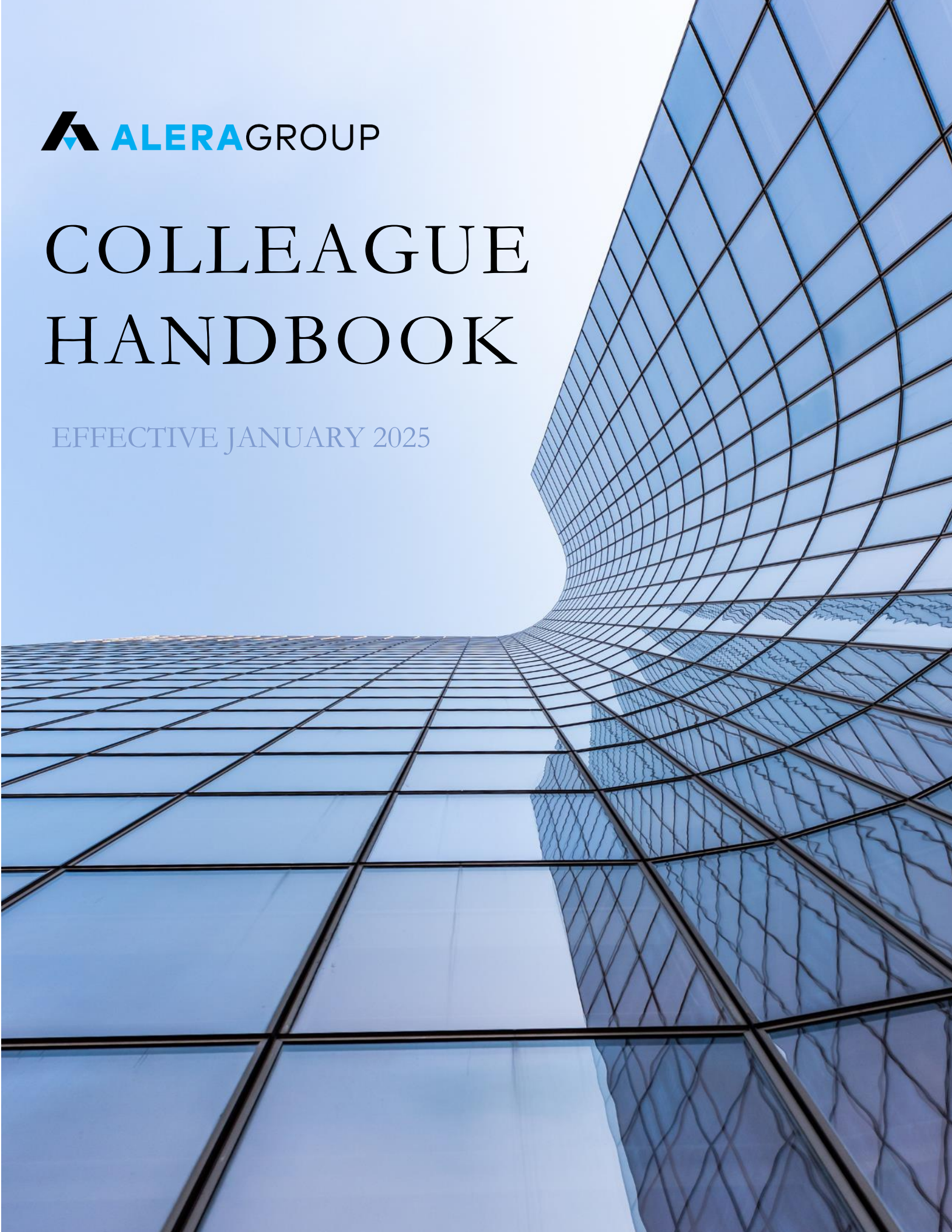


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1.0 Introduction

We are thrilled to have you as part of the Alera Group team, and we hope that your employment will be rewarding as you grow professionally with the Company. Together, our Colleagues are creating successful outcomes for clients in the communities where we live, work, and serve. Your ideas and expertise are highly valued here as you collaborate with team members in your location, region, or across the country.

Please take the time now to read this Handbook carefully, as it sets out the basic rules and guidelines concerning your employment. **Please understand that no Company Handbook can address every situation in the workplace.** This Handbook supersedes any previously issued Handbooks or policy statements, including but not limited to any policies or practices at the local office, dealing with the subjects discussed herein. In the event of conflict between the terms and/or policies in this Handbook and those at a local office, the terms of this Handbook and any of its addendums shall be controlling. Alera Group reserves the right to interpret, modify, deviate from, or supplement the provisions of this Handbook at any time.

This Handbook is not an express or implied contract and is for informational purposes only. It is intended to offer only general guidelines. The policies, benefits, and operating procedures contained in this Handbook are not intended to create, and are not to be construed to create, any contract, agreement or legally binding obligation between Alera Group and you. All employment with the Company is “at-will” employment – this means that either the Company or you may terminate the employment relationship at any time, for any or no reason, with or without notice.

Any descriptions or highlights of benefits contained in this Handbook are not intended to take the place of more detailed benefit plan documents, if applicable. Descriptions in the plan documents, if applicable, will override the information in this Handbook in the event the information presented in this Handbook conflicts with the information in the plan documents. This Handbook does not guarantee any specific level of benefits or continuation of any specific benefits.

Alera Group complies with all applicable federal, state, and local employment laws. Because Alera Group has Colleagues throughout the United States, there may be instances where a state or local law provides a greater benefit to Colleagues than a policy contained in this Handbook or conflicts with a policy or statement in this Handbook. Where a state or local law provides a greater benefit than what is described in this Handbook, or where state or local law requires a benefit not described in this handbook, or where a policy conflicts with what may be required under a state or local law, the state or local law will govern.

If you have questions about your employment or any provisions in this Handbook, please contact Human Resources.

1.2 Alera Group Mission Statement

Alera Group delivers uncommon value and opportunity to our clients and colleagues through exceptional connectivity and relentless collaboration.

1.3 Alera Group Vision Statement

A growing leader, reimagining the complex risk management, insurance and financial services delivery experience through intentional collaboration connecting clients to holistic solutions that protect and grow all they value most.

1.4 Collaborative Way Values

Listening Generously

The practice of Listening Generously addresses the shortcomings in the way we normally listen. However, a few good listeners in an organization are not enough. The key is establishing an environment of mutual support throughout the company for the practice of Listening Generously. When we are listening generously we are:

- Giving our full attention to the speaker
- Curious and willing to be influenced
- Setting aside our prejudices, preconceived conclusions and judgments
- Not waiting for an opening to argue our point or thinking of our rebuttal

Speaking Straight

Establishing the practice of Speaking Straight is critical to addressing the challenges to our productivity. As we practice Listening Generously, we build an environment conducive to Speaking Straight. Through continued support and practice we build the rigor and quality of our speaking so that we are:

- Speaking up when we have something relevant to contribute
- Speaking honestly while making a contribution
- Bringing up issues that need addressing even at the risk of conflict and discomfort
- Making clear and direct requests and getting committed responses

Being For Each Other

Committing to and practicing Being For Each Other makes a significant difference in overcoming a lack of mutual support in the workplace. It's a measured and rigorous way of relating that moves support beyond being nice to each other. Through continued practice of Being For Each Other, we build an environment where we:

- Support each other's success
- Re-direct gossip into productive discussions
- Actively and quickly deal with performance issues
- Quickly clean up issues and misunderstandings that affect our working relationships

Honoring Commitments

The practice of Honoring Commitments provides a powerful tool for accomplishing our goals. But it's a tool that requires a high level of rigor, extending from a commitment's conception to its realization, including dealing with any of its breakdowns. This rigor is required from both sides of the commitment; both the maker and receiver are active participants in its success or failure. Once we have made the practice of Honoring Commitments a way of relating, we are:

- Ensuring that only clearly defined commitments are made
- Immediately communicating when a commitment is at risk of not being kept
- Quickly and effectively addressing commitments that are not kept
- Effectively supporting each other in fulfilling our commitments

Acknowledgement & Appreciation

Establishing Acknowledgment and Appreciation in a company is key to realizing the full potential of its workforce. However, the power of acknowledgment is limited when it's constrained in a top-down funnel, where only superiors acknowledge those who work under them. Acknowledgement is most powerful when everyone in a company is looking to give it, regardless of the direction. When Acknowledgment and Appreciation becomes a company-wide activity, we are:

- Giving acknowledgement that is specific and meaningful
- Receiving acknowledgement openly and expressing our thanks
- Requesting acknowledgement be given when it is missing somewhere in the company
- Taking on things we wouldn't normally do

2.0 Introductory Policies and Expectations

2.1 At-Will Employment

Your employment with Alera Group is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this Colleague Handbook (“Handbook”) or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment. Only Alera Group’s Chief Executive Officer, Chief Legal Officer, or Chief Human Resources Officer have the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer, Chief Legal Officer or Chief Human Resources Officer.

2.2 Ethics Code

The successful business operation and reputation of Alera Group is built upon the principles of fair dealing and ethical conduct of our officers, directors, managing partners, and employees (together, “Colleagues”). Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Alera Group is dependent upon our ability to earn and preserve our clients’ trust. Colleagues owe a duty to Alera Group, its clients, shareholders, and each other to act in a way that will merit the continued trust and confidence of the public. In doing so, Colleagues are expected to act in a professional and responsible manner whether they are in an Alera Group office, conducting business off site (including at any client location), and at all other times where Alera Colleagues, clients, vendors, or other persons having business relationships with Alera Group are present.

Alera Group will comply with all applicable laws and regulations and expects its Colleagues to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide Colleagues with respect to lines of acceptable conduct. If a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with an office leader, Human Resources, or the Chief Legal Officer for Alera Group. Reports can also be submitted to the Alera Group Ethics Hotline by phone at 844-703-1089 or by web submission at aleragroup.ethicspoint.com.

Compliance with this policy of business ethics and conduct is the responsibility of every Colleague. Disregarding or failing to comply with this standard of business ethics and

conduct could lead to disciplinary action, up to and including possible termination of employment.

2.3 Conflicts of Interest

Colleagues have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Alera Group wishes the business to operate. The purpose of these guidelines is to provide general direction so that Colleagues can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a Colleague is in a position to influence a decision that may result in a personal gain for that Colleague or a connected party such as a relative, friend, or partner. No “presumption of guilt” is created by the mere existence of a relationship with outside firms who provide general support services, office space, marketing materials, etc. However, if a Colleague has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their Managing Partner, Human Resources, or the Chief Legal Officer of Alera Group as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a Colleague or connected party has a significant ownership in a firm with which Alera Group does business, but also when a Colleague or connected party receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Alera Group.

2.4 Competitive Activity and Non-Solicitation

As a condition of employment, Colleagues shall not compete with the Company anywhere in the world during their employment with Alera Group. In addition, during a Colleague’s term of employment and for a period following termination of employment, Colleagues are generally prohibited from soliciting Colleagues and/or calling on, contacting, soliciting, and/or doing business with clients or prospects of the Company except in limited jurisdictions. In certain jurisdictions, these restrictions are tied to the use of confidential information of the Company. Colleagues should refer to their signed Restrictive Covenant Agreement for details.

2.5 Standards of Conduct

Alera Group wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our Colleagues, clients, and other stakeholders. Every Colleague has a shared responsibility toward improving the quality of our work environment. By deciding to work at Alera Group, you agree to follow the Company's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, outlined here are some infractions that could result in discipline, up to and

including immediate termination of employment. This policy does not limit or alter the Company's right to terminate a Colleague on an "at-will" basis.

Examples of inappropriate conduct include, but are not limited to, the following:

- Violation of the policies and procedures set forth in this Handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being in violation of our Drug and Alcohol Policy (Section 6.2) during working hours, on Company property (including Company vehicles), on Company business, or while participating in any Company-sponsored event.
- Inaccurate reporting of the hours worked by you or any other Colleague.
- Providing inaccurate, incomplete or misleading information when speaking on behalf of the Company or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Company communication, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property, such as firearms, weapons, chemicals, etc., without prior authorization, except as permitted by state law.
- Fighting with, or harassment (as defined in our EEO policy) of, any fellow Colleague, vendor, or client.
- Disclosure of Company Confidential Information which is defined as any Trade Secrets or information of the Company or its Clients or vendors which is confidential or treated as confidential, and shall include, but not be limited to: (i) the Company's operations, know-how, finances, business plans, processes, procedures, unique selling and servicing methods, offerings and business techniques, marketing techniques, training, service and business manuals, promotional materials, vendor and product information, lists and contacts with insurance companies, agents and adjusters, product pricing, Client and Prospect lists, other Client and Prospect information and other business information known to Colleague as a result of employment with the Company; and (ii) any information that is of value or significance to the Company that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use, including information not generally known to the competitors of the Company nor intended by the Company for general dissemination.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences. Use of Paid Sick Time does not count toward tardiness or absenteeism.
- Smoking or vaping in non-designated areas.
- Working unauthorized overtime.



- Solicitation of fellow Colleagues on the Company premises during working time (Refer to Non-Solicitation/Non-Distribution Policy).
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace.
- Making threats of violence, or engaging in acts of violence or intimidation.
- Outside employment which interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit or infringe upon a Colleague's rights under the National Labor Relations Act to discuss or act in concert with fellow employees and others concerning wages, hours and working conditions.

3.0 Hiring and Accommodation Policies

3.1 EEO Statement and Non-Harassment Policy

It is the goal of Alera Group to provide a productive and pleasant working environment and to maintain a workplace characterized by trust and mutual respect. Alera Group is committed to maintaining a work environment free from all forms of discrimination and unlawful harassment, including sexual harassment, and free from retaliation for reporting harassment or participating in an investigation into a report of harassment. This policy applies to the working relationships between Alera Group's Colleagues and applicants, clients, vendors, independent contractors, interns, consultants, volunteers and others with whom contact is necessary to conduct Alera Group business.

Please see Appendix 1 for the full EEO Statement and Non-Harassment Policy.

3.2 Accommodations for Pregnant Colleagues

Alera Group will provide reasonable accommodation to pregnant Colleagues for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating
- Closer parking
- Flexible hours
- Additional break time to use the bathroom, eat, and rest
- Leave or time off to recover from childbirth
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy

A Colleague requiring an accommodation should notify their supervisor. If the need for a particular accommodation is not obvious, the Colleague may be asked to include relevant information such as:

- The reason an accommodation is needed
- A description of the proposed accommodation
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions

The Company will not require anyone to accept an accommodation without engaging in the interactive process to accurately understand limitations and explore potential accommodations. The Company is not required to make specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The Company will comply with state or local laws that provide additional protections beyond the PWFA. The Company will not retaliate or take negative action against a pregnant Colleague for exercising their rights under any applicable law.

3.3 Disability Accommodation

Alera Group provides equal employment opportunities for individuals with disabilities as a good business practice and in compliance with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Rehabilitations Act, and all other applicable federal, state, and local laws. A Colleague or applicant with a qualifying medical condition may request accommodations needed to enable them to perform their job. This policy is designed to provide the best workplace environment for all Colleagues. Colleagues should contact their HR Business Partner to discuss any request for a reasonable accommodation. Alera Group will not discriminate or retaliate against any Colleague for requesting an accommodation.

Managing Requests

When a Colleague requests a change in the job or working conditions due to a medical condition, or notifies the Company of medical restrictions, the supervisor should engage with Human Resources to begin and document an interactive communications process with the aim of providing the Colleague with the assistance they may need to perform the essential functions of their job. The supervisor should identify the essential functions of the job and work with the Colleague to determine what accommodations might allow them to perform the essential functions.

The supervisor should then consider if the Colleague's requested accommodation can be implemented and effectively enable the Colleague to perform the essential functions of the job, without disrupting or fundamentally altering the nature or operation of the business. If not, the supervisor and the Colleague should attempt to find alternative accommodations that could be utilized. If unable to arrive at an alternative reasonable accommodation, continue working with Human Resources to determine if other options should be considered.

Roles and Responsibilities

- *Applicants:* May request reasonable accommodations to assist them in the application process or to enable performance of the essential functions of the position for which they are applying and are otherwise qualified to perform.
- *Colleagues:* Must let the supervisor and Human Resources know that they need an accommodation or adjustment at work due to a medical condition, to perform their job.
- *Supervisors:* Once a Colleague states that they have a medical restriction or requests a change or accommodation and relates that request to a medical condition, the supervisor should engage with Human Resources to begin and document an interactive communication process with the Colleague. There should be an exchange of information to determine what accommodation would allow the Colleague to effectively perform the

essential functions of their job. Human Resources should be consulted. Any request for accommodation that may be denied for whatever reason should be reviewed with Human Resources prior to communicating a refusal.

- *Human Resources Benefits Staff:* Will serve as a liaison between the HR Business Partner and the Colleague's or candidate's physician and will provide input to the Colleague's or candidate's request for a medical restriction and/or accommodation as it relates to the job requirements and working conditions, when appropriate. Human Resources Benefits Staff will verify and/or clarify the Colleague's claim of a medical restriction, when necessary once an accommodation is requested. They will also monitor the need for the restriction beyond the expiration date of the restriction.
- *Recruiting:* Will assist in identifying potential work assignments for which the Colleague is qualified. They will also ensure accommodations are made available for the application process.

3.4 Accommodation for Nursing Mothers

Alera Group will provide nursing mothers reasonable paid break time to express milk for their infant children for up to one year following the child's birth or as required by law. This break time will run concurrently with any break time already provided to the Colleague. Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor or Human Resources.

Reasonable efforts will be made to provide Colleagues who are nursing with a private location, other than a restroom, that contains electrical outlets and is shielded from view and free from intrusion from coworkers and the public.

3.5 Religious Accommodation

Alera Group is dedicated to treating the religious diversity of all Colleagues equally and with respect. A Colleague may request an accommodation when their religious beliefs require a deviation from the Company's dress code, schedule, basic job duties, or other aspects of employment. Alera Group will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. If a Colleague requires an accommodation because of their religion, they should notify their supervisor or Human Resources.

3.6 Communications Regarding Religious or Political Matters

In accordance with applicable federal and state law, a Colleague has the right to refuse to:

- Attend any Company-sponsored meeting where the primary purpose of the meeting is to communicate the Company's opinion about religious or political matters.
- Listen to speech or view communications where the primary purpose is to communicate the Company's opinion about religious or political matters.

Political matters means matters relating to elections for political office, political parties, proposals to change legislation, or proposals to change regulation, and the decision to join or support any political party or political, civic, community, fraternal, or labor organization.

Religious matters means matters relating to religious affiliation and practice, and the decision to join or support any religious organization or association.

This policy does not prohibit the Company from:

- Communicating information that the Company is required by law to provide.
- Communicating information necessary for job performance.
- Engaging in casual conversations about religious or political matters, as long as the conversation is voluntary.
- Communicating requirements that are limited to managers and supervisors.

4.0 Wage and Hour Policies

4.1 Introduction

A Colleague's pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. Any questions about compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions should be addressed with a Colleague's supervisor or Human Resources.

4.2 Pay Period

Alera Group pays Colleagues in accordance with all laws. The standard pay period for non-commissioned Colleagues is biweekly unless applicable law requires a different pay schedule; one week in arrears for non-exempt (hourly) Colleagues, and current for exempt (salaried) Colleagues. Should any pay day fall on a holiday, Colleagues will be paid on the preceding workday. Commissioned Colleagues will be paid not less often than monthly.

4.3 Paycheck Deductions

Alera Group is required by federal, state, and local laws to withhold certain deductions from paychecks. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of these tax deductions will depend on earnings and the way the federal Form W-4 and applicable state withholding forms have been completed by the Colleague. Colleagues may also authorize voluntary paycheck deductions, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Deductions will be reflected in each Colleague's wage statement. Contact Payroll immediately about any paycheck errors so that corrections can be made. Unless otherwise prohibited by state law, the Company has the right to claw back any compensation overpayment or to deduct the overpayment from future compensation.

4.4 Direct Deposit

All Colleagues are expected to enroll in direct deposit unless state or local regulations require other options. Contact Payroll with any questions about direct deposit.

4.5 Recording Time

Every Colleague is designated as either exempt or non-exempt from federal and state wage and hour laws. Exempt Colleagues are excluded from the overtime provisions of federal and state wage and hour laws and are not entitled to receive overtime pay. Non-exempt Colleagues are entitled to receive overtime pay under the specific provisions of federal and state laws.

Federal, state, and local laws require us to keep accurate records of hours worked by Colleagues who are hourly and/or non-exempt. Every non-exempt Colleague of the Company is required to enter their hours worked accurately, including all lunch periods and any rest periods of more than 20 minutes, and any paid time off being used. Supervisors will approve all timecards for their direct reports.

Overtime pay of one and one-half a Colleague's regular rate of pay or average pay rate (if work is performed at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek, or in accordance with applicable state or local regulations. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime. Non-exempt Colleagues must receive authorization from their supervisor prior to working overtime.

At certain times the Company may require Colleagues to work overtime. Attempts will be made to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Colleagues are required to notify the Company of any pay discrepancies, unrecorded or misreported work hours, or any missed meal or break periods. Falsification of time records or recording time may result in discipline, up to and including termination.

4.6 Meal and Rest Periods

Alera Group strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding paid and unpaid meal and rest periods. Colleagues should check with their Manager regarding procedures and schedules for rest and meal breaks. Most meal breaks are unpaid while most short rest breaks are paid. The Company requests that Colleagues accurately observe and record meal and rest periods. If known in advance that a scheduled break or meal period may not be able to be taken, a Colleague should let their Manager know; in addition, the Manager should be notified as soon as possible if a Colleague was unable to take a meal or rest period.

4.7 Travel Time Pay

Some non-exempt positions within the Company require travel. Alera Group pays non-exempt Colleagues for travel time in accordance with the Fair Labor Standards Act (FLSA) and any governing state or local laws. For purposes of this policy, the regular workday is the normal schedule worked by the non-exempt Colleague (Monday – Friday) in the time zone of the Colleague's primary work location.

Home to Work Travel

A non-exempt Colleague who is categorized as working in an office or has an approved hybrid schedule with some days regularly in the office will not be compensated for travel time to and from the office.



A non-exempt Colleague who is categorized as working remotely will be compensated for travel time if required to come to an Alera Group office on business. Such travel will be considered Business Travel.

Travel That Is All in a Day's Work

Time spent by a Colleague in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Business Travel

Non-exempt Colleagues who are required to travel away from their primary office for business will be paid for all time spent traveling to and from the destination worksite, minus their normal commute time, and should record those hours in the timekeeping system accordingly.

When overnight business travel is required, compensable time includes time spent traveling to and from the destination location as well as any hours spent performing work, but does not include non-working time spent dining, sleeping, etc.

Business travel is subject to the business travel expense reimbursement policy in place for the office.

Calculating and Reporting Travel Time

Colleagues are responsible for accurately tracking, calculating, and reporting travel time.

4.8 Wage Disclosure Protection

Alera Group will not:

- Prohibit a Colleague from disclosing their own wages, discussing the wages of others, or inquiring about another's wages.
- Require a Colleague to sign a waiver or other document that proposes to deny them the right to disclose the amount of their wages.
- Discharge, formally discipline, or otherwise discriminate or retaliate against a Colleague for disclosing the amount of their wages or for asking questions of the Company about their wages.

However, if a Colleague has access to or knowledge of the private compensation information of other employees as a part of their role and essential job functions, they may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge;
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company; or
- Consistent with the legal duty of the Company to furnish information.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

4.9 Pay Raises

Depending on the Company's financial health and other factors, efforts will be made to provide pay raises, typically in late Q1 or early Q2. Alera Group may also provide individual pay raises based on merit or position changes. The decision whether to provide pay raises is within the sole discretion of the Company.

4.10 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor. Colleagues may be required to provide documentation of any medical or other excuse for being absent or late, in accordance with applicable state and local regulations. Failure to notify your supervisor in advance for planned absences or within a timely manner for unplanned absences may result in discipline, up to and including termination.

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from the Company.

5.0 General Policies

5.1 Performance Improvement

The Company will make efforts to annually review work performance based on goals and career growth. Colleagues may specifically request that their supervisor assists them in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of someone's work performance. Initiative, effort, attitude, job knowledge, and other factors are examples of items that may be addressed. A positive job performance review does not guarantee a pay raise or continued employment. Company pay raises and promotions are based on numerous factors, only one of which is job performance.

5.2 Outside Employment

Outside employment which creates a conflict of interest or which affects the quality or value of a Colleague's work performance is prohibited except where state or local law provides otherwise. Alera Group recognizes that Colleagues may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the Colleague's ability to effectively perform their duties. Any conflicts should be reported to the Colleague's supervisor. Failure to adhere to this policy may result in discipline, up to and including termination.

5.3 Personnel and Medical Records

Alera Group maintains electronic personnel files and separate medical records as required by law. Every effort will be made to keep personnel and medical records confidential. Access to personnel records by management is on a "need-to-know" basis only. This includes, but is not limited to, supervisors and others in management reviewing the file for possible promotion, transfer, or layoff. Medical records will never be shared with supervisors without a Colleague's consent.

It is each colleague's obligation to provide the Company with current contact information and other personal data, including mailing address, personal email and telephone number, qualifying life events for benefit coverage, beneficiaries and emergency contacts, tax withholding status, bank account information, etc. Changes should be made in the human capital management system. Keeping this information updated results in accurate communications, regulatory reporting, and deduction calculations.

If a Colleague would like to review their personnel or medical records, they may do so after giving the Company reasonable notice and must occur in the presence of a Company representative, unless applicable state or local regulations require other options. All requests

by an outside party for information contained in a personnel file will be directed to Human Resources, which is the only department authorized to give out such information. In those instances, the Company will not provide a copy of a Colleague's personnel file to a third party except with the express written authorization from the Colleague.

5.4 Colleague Privacy and Right to Inspect

Company property, including but not limited to, lockers, phones, computers, tablets, desks, or workplace areas, remain under the control of the Company and is subject to inspection at any time, without notice to the Colleague, and without the Colleague's presence. Colleagues should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any Colleague property maintained on Company premises including that kept in lockers and desks.

5.5 Employment Verification & References

Employment Verification

All employment verification requests should be directed to Human Resources. Alera Group Colleagues outside of HR should not respond to an employment verification request. Alera Group (which includes any vendor contracted to provide this service) will verify the employment of current and former Colleagues to legitimate external parties. Alera Group will provide only the current or former Colleague's date of hire, date of separation (if applicable), and last job title. No other information will be provided by HR to an inquirer without the express written consent of the Colleague or former Colleague. Such additional information requests will be fulfilled in writing and provided to the Colleague or former Colleague. Alera Group does not comment on a Colleague or former Colleague's performance, potential, behavior, termination reason, eligibility for rehire, or any other qualitative information.

References

Alera Group HR will not provide a recommendation or serve as a reference for a current or former Colleague. Colleagues may agree to serve as a personal or professional reference to a current or former Colleague on an individual basis if they wish, but should not feel compelled to do so. Colleagues may not provide a reference on behalf of Alera Group, and should not make disparaging comments or reveal personal, sensitive or inappropriate information about a current or former Colleague to another individual.

5.6 Non-Solicitation/Non-Distribution Policy

To avoid disruption of business operations or disturbance of Colleagues, visitors, and others, the Company has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-Solicitation Policy.

Colleagues are prohibited from soliciting other Colleagues during working time. For this purpose, working time means time during which either the soliciting Colleague or the Colleagues who are the object of the solicitation are expected to be engaged with assigned work. Working time does not include the time before or after work or during break times.

Colleagues may conduct solicitations during their lunch period, breaks, or other authorized nonworking time, so long as they do so when the other Colleagues are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, Colleagues may not distribute literature or other nonwork related items in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Colleagues are not prohibited from distributing literature during non-working time in non-work areas.

5.7 Flexible Work Arrangements

Alera Group recognizes that a one-size-fits-all approach is not ideal for our nationwide workforce when it comes to working in an office, working remotely, or working within a hybrid model. Regional and local leadership have been equipped and empowered to take a measured and holistic approach to analyze work culture and determine the most appropriate office ecosystem for their Colleagues to deliver high performance and organic growth.

The following general expectations apply to anyone who is permitted by their manager to work remotely at any time. All Company practices, policies and procedures remain in force for remote workers, including but not limited to the following:

- Colleagues should be available, including by phone, email, Microsoft Teams, and any other relevant Company tools during the work schedule they have established with their Manager.
- Colleagues should seek a quiet and distraction-free working space, to the extent possible.
- Colleagues are expected to maintain their workspace in a safe manner, free from safety hazards.
- The use of recreational drugs or alcohol, which would not be permitted in the office, are not permitted during remote working hours.
- Colleagues must use reasonable and appropriate security measures to protect Company Confidential Information (as defined in Standards of Conduct). Hard copy materials containing Company Confidential Information or proprietary information should be stored in a locked file cabinet or other secure location. Company equipment and property should be password-protected and/or have appropriate security barriers to access.
- Any access, use, loss, theft or disclosure of Company Confidential Information, proprietary information or property must be reported to Company immediately.

Colleagues who are paid on an hourly basis must record their hours worked, accounting for lunch and rest breaks, in the timekeeping system. Just as when in the office, Colleagues must receive advance written approval before changing their schedule or working overtime.

The Company retains sole discretion to revoke a Colleague's authorization to work remotely or to require a Colleague to work from the Company's office or elsewhere on any particular date. Violations of this Policy may result in revocation of remote work privileges or other discipline, up to and including termination of employment.

Relocation/Changes of Personal Address

While remote work offers increased personal flexibility, for state tax and compliance reasons, Colleagues must discuss plans to relocate their primary address with their supervisor or HR before they have relocated. Early communication is important to ensure understanding of relocation options while maintaining remote work as a Colleague of the Company.

Remote Work During Personal Travel

Colleagues may seek to perform remote work while they travel or before/after personal travel. Within the United States, this is permitted. Outside of the United States, because of immigration, tax and business constraints, remote work often is not appropriate, especially on any extended basis. Therefore, Colleagues are not permitted to work remotely outside of the United States unless they receive approval from the CHRO. If approval is granted, the maximum time a Colleague may work remotely outside the U.S. is thirty (30) calendar days. This restriction does not apply to Colleagues who are traveling outside of the United States on business for the Company. In addition, Colleagues must consult with IT to see if any additional security software should be installed on the Company laptop. Anticipated international travel must be discussed with management and Human Resources as soon as practicable in advance of the travel so that appropriate coverage arrangements may be made.

Liability and Insurance for Flexible Work Arrangements

- Colleagues are not permitted to hold client meetings in a Colleague's home office at any time.
- The Colleague is responsible for determining any personal income tax implications of using a home office for a telecommuting arrangement. The Company will not provide tax guidance or assume any additional tax liabilities.
- Any work-related injury or illness that may occur during the Colleague's normal employment must be reported to a supervisor or Human Resources immediately. To establish and investigate workers' compensation claims, the Company or its designees must be allowed access to the designated home workspace.
- The Company does not assume liabilities for injuries occurring in the Colleague's home workspace outside of the agreed upon working hours; therefore, the Company is not liable for loss, destruction, damage, or injury within or around the Colleague's home.

- The Company is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the Colleague. The Colleague is responsible for insuring any equipment or furnishings they purchase at their own expense.

5.8 Personal Appearance & Dress Code

A colleague's personal appearance reflects on the reputation, integrity, and public image of Alera Group. All Colleagues are required to report to work neatly groomed and dressed.

Alera Group's objective is not to establish a rigid code of rules about what is considered proper attire, and expects office or regional leadership to set the tone for what is considered acceptable dress in the workplace. Professional yet comfortable is a good guideline, and Colleagues should discuss any questions about what is appropriate with their manager.

Management reserves the right to determine the appropriateness of any clothing item. If a Colleague comes to the office inappropriately dressed, they will be asked to go home and return to work dressed appropriately. Colleagues will be required to make up work time lost or be required to use vacation or unpaid time off for this time away. Frequent violations may result in disciplinary action, up to and including termination.

Colleagues should contact their supervisor to request a reasonable accommodation if they feel that one is necessary.

5.9 Company Social Events

Alera Group may hold social events for Colleagues. Please be advised that attendance at these events is voluntary and does not constitute part of work-related duties as a Colleague. Colleagues are not required to attend such social events and time spent at social events does not count as time worked except for any portion of the event which occurs during their regular work hours.

When attending Company social events, whether hosted by Alera Group, a client, vendor or carrier partner, use prudent judgement to dress and behave in a professional manner at all times.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, please do so in a responsible manner. Please know that you should never feel obligated or compelled to consume alcohol at any of these events. If you do decide to drink, do not drink and drive. Instead, please call a taxi or ride-sharing service, which the Company will cover, or appoint a designated driver.

5.10 Security

Colleagues should immediately advise their supervisor of any known or potential security risks and/or suspicious conduct of Colleagues, clients, or guests of the Company.

Colleagues may not duplicate, copy, or give software to any outsiders including clients, contractors, clients, and others. Company users may use software on local area networks or on multiple machines in accordance with applicable license agreements entered into by the Company.

Clear Desk and Clear Screen Policy

To improve the security and confidentiality of information, Alera Group has adopted this Policy to ensure that all sensitive/confidential information and materials are removed from workspaces and locked away or secured when the items are not in use or when someone leaves their work area.

Scope

This Policy applies to all Colleagues of Alera Group and all consultants, subcontractors, and other third parties who are working on behalf of Alera Group and who access information in any Alera Group facility or on any Alera Group system. This policy also applies to remote work settings and home offices. This Policy covers any papers, removable storage media and any computing devices that contain or display Alera Group information regardless of location.

Definitions

- “Screen” shall mean the display portion of any computing device.
- “Public area” shall mean a location outside of an Alera Group office where the general public has free and easy access to the area.
- “Secured” shall, at the very least, mean the locking of or otherwise preventing access to information, records, and/or physical space.

The following security measures must be followed:

- All sensitive/confidential information in hardcopy or electronic form must be kept secure when not required or in use, especially when the office is vacated at the end of the work day.
- Whenever unattended or not in use, all computing devices (e.g., laptops, tablets, smartphones, and desktops) must be left logged off or protected with a screen or keyboard locking mechanism controlled by a password or similar user authentication mechanism.
- When viewing sensitive/confidential information on a screen, users should be aware of their surroundings and should ensure that third parties are not permitted to view the sensitive/confidential information.

- Computing devices must be shut completely down at the end of the work day. Laptops should be secured with a locking cable or laptops, or other portable computing devices, should be placed in a locked drawer when left unattended for any extended period.
- File cabinets containing sensitive/confidential information must be kept closed and locked when not in use or when not attended.
- Keys used for access to sensitive/confidential information must not be left at an unattended desk.
- Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
- Printouts containing sensitive/confidential information should be immediately removed from printers, scanners, and faxes. Faxes should be marked "Confidential" and the sender must take due care to ensure that the fax number is correct and the fax is expected at the number by the recipient.
- Documents containing sensitive/confidential information should not be printed unnecessarily.
- Upon disposal, sensitive/confidential documents should be shredded in the official shredder bins or placed in locked confidential disposal bins.
- Sensitive/confidential information used during meetings should be subject to proper disposal and all information on whiteboards should be erased.
- Treat any mass storage devices such as CDROM, DVD or USB drives as sensitive/confidential and secure them in a locked drawer.

Policy Compliance

- While every effort has been made to have this Clear Desk and Clear Screen Policy reflect the current state of technology, technological development nonetheless may outstrip the literal text of certain aspects of this Policy. Alera Group expects Colleagues to be sensitive to the underlying spirit and intent of this Policy to carry out what the Policy is intended to achieve.
- The Alera Group Security Team will verify compliance to this Policy through various methods, including but not limited to, periodic walk-throughs, monitoring, business tool reports, internal and external audits, and feedback to the policy owner.
- Any exceptions to this Policy must be approved by the Alera Group Security Team in advance.
- Anyone found to have violated this Policy may be subject to disciplinary action, up to and including termination of employment.

5.11 Third Party Disclosures

From time to time, our Company may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former Colleagues, newspapers, law enforcement agencies, and other outside persons may contact our Colleagues to obtain information about the incident or the actual or potential lawsuit. If a

Colleague receives such a contact, they should not speak on behalf of the Company and should refer any inquiry requesting the Company's position to the Chief Legal Officer.

5.12 Use of Company Property

The purpose of this policy is to ensure that all property maintained by the Company is kept in the best possible working condition and to ensure proper use of such property. "Property," as the term is used in this policy, is defined as any piece of equipment (including computers, laptops, telephones, cellphones, copiers, fax machines, and printers), furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of the Company or any person acting as its agent.

All Colleagues must maintain and take proper care of the Company property they have been entrusted with and follow all Company rules to ensure its proper use and maintenance. Any Colleague who is found to have neglected or misused Company property will be subject to disciplinary action, up to and including termination. Misappropriation of Company property is grounds for immediate termination and possible criminal action. Company property is intended for business use only. Limited personal use, as necessary, is allowable but should be the exception and not the rule. The Company reserves the right to discipline Colleagues for personal use of Company property.

Upon termination, Company property must be returned clean and in working order. If a Colleague's misuse of Company property damages the property, the Company reserves the right to require the Colleague to pay all or part of the cost to repair or replace the property subject to applicable law.

5.13 Personal Device Policy

Alera Group is subject to various data privacy and security laws and regulations. These laws and regulations require that businesses such as Alera Group implement technical and physical safeguards and protocols in order to protect its and its clients' data. A data or security breach could jeopardize the health of Alera Group's business, and result in significant expense and reputational harm.

Alera Group recognizes that many of its Colleagues have a need to use their personal devices to perform business activities. Our IT Department is committed to supporting this business need. At the same time, it is essential for us to have policies, procedures and protocols in place to adequately protect our data and our clients' data. The purpose of this policy is to establish common sense rules that help us to collectively protect the security and integrity of the Alera Group's data, technology and infrastructure, while also respecting and protecting the privacy and security of our Colleagues.

To meet the needs of these constituents and to ensure compliance with all legal requirements, it is essential that all Alera Group Colleagues understand and agree to the terms and conditions set forth in this policy with respect to business use on personally owned devices. Alera Group does not monitor personal use of any personally owned device. In

addition, Alera Group will not generally have access to personal data on personally owned devices, including pictures, text messages, browser history, call logs, and non-Alera Group applications. When enrolled, our mobile device management software will push down a privacy shortcut which details these privacy controls.

Acceptable Business Use of Alera Group Systems and Personally Owned Devices

- Alera Group defines acceptable business use as activities that directly or indirectly support the business of Alera Group.
- Alera Group defines acceptable personal use during business hours as reasonable and limited personal use.
- Colleagues may be blocked from accessing certain websites or applications during business hours while a personal device is connected to the Alera Group guest network if those websites are deemed to be a risk to our infrastructure or are otherwise unrelated to Alera Group's business.
- Device cameras and/or video capabilities must be used with discretion during work hours or at Alera Group functions.
- Devices connected to Alera Group's guest network or used for Alera Group business purposes may never be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information belonging to another company
 - Harass others in violation of our "Non-Harassment" policy
- Colleagues may use their mobile device to access the following Alera Group-owned resources: email, calendars, contacts, documents, Salesforce, Concur and other business applications deployed by Alera Group.

Devices and Support

- Given the speed at which mobile device capabilities change, we are required to constantly monitor which devices provide adequate security to comply with applicable law. Current allowed smartphones include iPhone, Pixel & Samsung Galaxy. Specific models, operating systems and versions may change, so if a Colleague is planning to use a personal device to interface with Alera Group's system, the IT Department should be consulted before purchasing the new device to make sure it is compliant. Due to the need for regular updates, older devices that at one time had been approved may fall out of scope of approved devices and will need to be replaced and will be unenrolled. The IT Department may be reached by sending an email to ithelpdesk@support.aleragroup.com.
- Tablets are allowed to be used for business purposes, but Colleagues should contact the IT Department for specifics prior to purchasing a tablet for any desired business use.
- The IT Department will not support or assist with personal devices, except for assisting in the enrollment of a personal device in our mobile device management system or any Alera Group managed software or system that is pushed down to a personal device.

Before a member of the IT Department accesses a Colleague's personal device remotely, they will ask them to download the appropriate remote access software and will ask for permission to "remote in"; verbal permission is sufficient authority under this policy.

- Colleagues will need to contact their device manufacturer or cell phone carrier for assistance with all other support services.

Security on Alera Group-Owned and Personal Devices

In order to comply with legal requirements, insurance carrier and client IT audit standards, it is necessary that all devices, including both Company-owned devices and personally owned devices, that access Alera Group resources be centrally managed by the IT Department.

As security needs change, Alera Group may change any of the following security measures at any time:

- In order to prevent unauthorized access, devices must be password protected using the features of the device. A strong password (as defined by the IT Department) is required to access the Alera Group network.
- The device must lock itself with a password or PIN if it is idle for five minutes.
- All mobile devices that store or retain any Alera Group data on them must be fully encrypted.
- After five failed login attempts, the device must lock. The IT Department will need to be contacted to regain access.
- Rooted or jailbroken devices are strictly forbidden from accessing Alera Group's secure network.
- Colleagues will be prevented from downloading, installing and using any application on an Alera Group-owned device that does not appear on Alera Group's list of approved applications. This prohibition does not apply to personally owned devices. o Personal devices (whether used for personal use or business use) may only be connected to Alera Group's guest network.
- A Colleague's access to Alera Group data may be limited based on their user profile as defined by the IT Department in order to limit access to data on a need-to-know basis to comply with applicable privacy law.
- A Colleague's device may be remotely wiped if: (1) the device is lost, (2) Colleague terminates their employment with Alera Group, (3) a data or policy breach is detected on the device, (4) a virus or similar threat to the security of Alera Group's data and technology infrastructure is detected on the device, or (5) Alera Group has any reason to believe that a violation of this policy has occurred or that the device is no longer in compliance with this policy. Alera Group has the right to wipe limited applications on the device or the entire hard-drive, as this may be necessary to protect Alera Group's data or that of its clients. In most instances, except when a device has been lost or stolen, Alera Group will only wipe limited applications. It is solely the responsibility of a Colleague to back up their personal information stored on personal devices regularly. If the need arises to perform a full wipe, Alera Group IT will get explicit permission from the Chief Human

Resources Officer and the Alera Group Legal team with the notification going to the managing partner of the user.

- All functioning personal devices with Alera Group information stored on them must be fully wiped by the individual or have an enterprise wipe performed by the IT dept prior to it being given away, traded in, sold, recycled or disposed of.

Risks/Liabilities/Disclaimers

- While the IT Department will take every precaution to prevent the Colleague's personal data from being lost in the event it must remotely wipe a device, it is the Colleague's responsibility to take additional security precautions, such as backing up personal email, contacts, pictures, videos, etc.
- Alera Group may, at any time, remotely disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to Alera Group within 12 hours in accordance with Alera Group's Data Incident Response Plan. Colleague is responsible for notifying their mobile carrier immediately upon loss of a device.
- All Colleagues using their personal devices for business use are expected to do so in an ethical manner at all times and adhere to Alera Group's acceptable use policy as outlined above.
- A Colleague is personally liable for all costs associated with their personally owned device subject to applicable law.
- A Colleague assumes liability for risks including, but not limited to, the partial or complete loss of Alera Group and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable, arising out of Colleague's gross negligence or willful misconduct. That said, questions regarding utilizing software or security measures to protect against any threat of loss should be directed to the IT Department.
- Alera Group has the right to take appropriate disciplinary action up to and including termination for non-compliance with any part of this policy.

5.14 Use of Personal Automobiles for Business Travel

Usage of personal automobiles is permitted when the cost is less than or equal to air or rail travel. The cost of maintaining personal auto insurance coverage, gas, and car maintenance are the Colleague's responsibility and are not reimbursable.

Mileage Reimbursement

Except where a Colleague is provided with a recurring auto allowance, Colleagues who use their personal automobiles as an alternative to air and train for business travel purposes, not commuting, will be reimbursed for actual mileage, tolls, and parking expenses. Colleagues will be reimbursed at the current IRS mileage rate.



Automobile Accidents while Traveling

Colleagues involved in an automobile accident in their own vehicle during business travel should promptly notify their own insurance company regarding coverage for any personal automobile involved. Colleagues are advised to obtain a police report if any accident or illegal activity (such as vandalism or theft) has occurred while on business travel.

6.0 Safety

6.1 General Safety Policy

It is the responsibility of every Colleague of the Company to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to a supervisor or Human Resources immediately. Failure to follow the Company's health and safety rules can result in disciplinary action, up to and including termination.

6.2 Drug and Alcohol Policy

Alera Group considers drug and alcohol abuse a serious matter that will not be tolerated in the work place or during work time. Alera Group absolutely prohibits Colleagues from using, selling, possessing, or being under the influence of illegal drugs¹, alcohol, marijuana or a controlled substance or prescription drug not medically authorized while at their job, on Company property, or while on work time.

Therefore, it is the Company's policy that:

1. You may not report to work under the influence of alcohol, marijuana, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. You may not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on Company property or on Company business. There is a limited exception to this Policy for social events where alcohol is served. Please see Section 5.9 - Company Social Events

Alera Group also cautions against use of prescribed or over-the-counter medication, which can affect your ability to perform your job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. You must have a valid prescription for any prescription medication used while working for the Company. Inform your supervisor or Human Resources prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the Company determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination. A violation of this policy may result in disciplinary action, up to and including termination.

Alera Group may assist its Colleagues who seek treatment or rehabilitation for drug or alcohol dependency.

¹ Please note that marijuana may be handled differently in different jurisdictions.

6.3 Drug-Free Workplace

Drug-Free Workplace Act

As a federal contractor, Alera Group must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against Colleagues for violations.
- Distribute a copy of the policy statement to each Colleague engaged in the performance of a federal grant or contract.
- Notify each Colleague that compliance with the policy is a condition of employment on such grant or contract and that the Colleague must abide by the terms of the policy statement. The policy statement includes the requirement that the Colleague notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on any Colleague who is so convicted.
- Establish a program of drug-free awareness, informing Colleagues about the organization's policy of maintaining a drug-free workplace, the penalties that may be imposed upon Colleagues for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Company must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

Drug-Free Workplace Policy

Alera Group, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all Company work locations is prohibited.
- Any Company Colleague convicted of a criminal drug statute violation occurring in the workplace must notify their supervisor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Company must inform contracting or granting agencies of such convictions within 10 days after receiving notification from the Colleague or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Company, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected Colleague to continue employment with the Company, the Colleague must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

6.4 Tobacco-Free Workplace Policy

Alera Group cares about the effect that the use of tobacco products and second-hand smoke inhalation can have on its Colleagues and visitors. The use of tobacco products, including but not limited to cigarettes, cigars, e-cigarettes, vaping devices, and chewing tobacco, is strictly prohibited inside all Company-owned or leased buildings including the office, visitor areas, and restrooms. Tobacco use is permitted only in specifically designated outdoor areas.

To maintain a professional image and respectful environment, the use of tobacco products is prohibited during virtual meetings where cameras or microphones are in use. Colleagues are expected to avoid visible or audible use of tobacco products, including smoking, vaping, chewing or spitting while on camera or microphone.

Colleagues who violate this policy may be subject to disciplinary action, up to and including immediate termination. The Company will not discriminate against Colleagues based on their off-premises, off-duty tobacco usage.

6.5 Policy Against Violence

As the safety and security of our Colleagues, vendors, contractors, and the general public is in the best interests of Alera Group, we are committed to working with our Colleagues to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero-Tolerance Policy

Alera Group has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace, on social media, or other avenues. This



applies to management, co-workers, Colleagues, and non-Colleagues such as contractors, clients, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business, except as permitted by state or local law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your supervisor or Human Resources, in accordance with this policy, any behavior that compromises the Company's ability to maintain a safe work environment. Reports can also be made to the Alera Group Ethics Hotline by phone at 844-703-1089 or by web submission at aleragroup.ethicspoint.com. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline, up to and including immediate termination.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat, or for cooperating in an investigation. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline, up to and including termination. If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

6.6 Background Check

Alera Group conducts a background check on every new Colleague, including a review of prior criminal charges, education, employment, etc. using an outside vendor to conduct the investigation in accordance with applicable law. Additional background checks may be required for Colleagues who work in or interact with the Wealth practice. The results are shared with Alera Group Recruiting and any background flags that are identified as a result of this background check are escalated and reviewed by senior management. This review may result in a rescission of an offer of employment and/or termination from employment, depending on the facts and circumstances. Background checks for current Colleagues are not conducted on an ongoing basis, but any required licenses are monitored and validated by Alera Group Compliance on an ongoing basis.

6.7 Public Health and Other Emergencies

In addition to compliance with standard and any additional temporary federal, state and local health and safety regulations, the Company will take appropriate measures to ensure the health and safety of our Colleagues in the event of a public health emergency (including pandemic) or other emergency or disaster. Colleagues are expected to comply with any resulting procedures, which may be modified by the Company as the emergency progresses, and may be subject to disciplinary action for refusal or failure to comply.

7.0 Benefits

Alera Group is pleased to offer generous benefits to all eligible Colleagues to increase job satisfaction, enhance and encourage professional growth, improve productivity, and provide a supportive work environment. Some benefits require contributions from Colleagues. Other benefits are funded entirely by the Company. Any descriptions or highlights of benefits contained in this Handbook are not intended to take the place of more detailed benefit plan documents, if applicable. Descriptions in the plan documents will override the information in this Handbook in the event the information presented in this Handbook conflicts with the information in the plan documents. This Handbook does not guarantee any specific level of benefits or continuation of any specific benefits.

7.1 Employment Types

Regular Full-Time Colleagues

A regular full-time Colleague is a Colleague who is regularly scheduled to work 30 or more hours per week.

Regular Part-Time Colleagues

Any Colleague who is regularly scheduled to work less than 30 hours per week is considered a regular part-time Colleague. Part-time Colleagues are not eligible for all Company benefits. Refer to the specific policies and benefit plan materials for details.

Temporary Colleagues

Temporary Colleagues are hired for a specific period or specific work project, generally not to exceed the lesser of 6 months or 1000 hours in duration. Alera Group reserves the right to extend the duration of temporary employment where necessary. Alera Group or the Temporary Colleague may discontinue the assignment at any time. Temporary Colleagues are not eligible for Company benefits unless specified otherwise in this Handbook or in the benefit plan summaries or required by law. Temporary Colleagues may work part-time or full-time hours and will be paid via Alera Group payroll.

Intern or Student Worker

Temporary Colleagues include interns and other student workers who may be college students providing value-added work for experience in their field of study, and/or students providing work for the benefit of the employer. They may or may not receive college credit for their work. Interns and student workers will be paid for their work hours.

7.2 Health and Welfare Benefits

Regular, full-time Colleagues who are regularly scheduled to work 30 or more hours per week are eligible to participate in the Alera Group, Inc. Health and Welfare plans beginning the first of the month following the start of their employment. Benefit plan details are available on the Alera Group benefits portal.

7.3 401(k) Plan

All eligible participants, as defined in the plan document, may participate in the Alera Group Inc. Savings Plan beginning the first of the month following employment. Refer to the Summary Plan Description (SPD) and other benefit plan materials for specifics.

7.4 Calculating Tenure

Rehired Colleagues

In some cases, an individual who left Alera Group chooses to return and is rehired by the Company.

If the rehired individual had been gone from Alera Group for less than six months, their previous service will be credited for purposes of calculating tenure and for benefits eligibility where it is allowed. This will result in the establishment of a “seniority date” to be used for calculating years of service, milestone anniversaries, vacation eligibility, etc.

Applicable sick leave will be prorated and frontloaded on the date of rehire, as it would for a new hire.

Colleagues Joining Via Acquisition

For colleagues who join Alera Group through an acquisition or merger, a “seniority date” will be established which includes prior service at the acquired entity, as confirmed by entity leadership at the time of acquisition. The seniority date is used to calculate tenure for paid time-off accrual plans, benefit plans where allowed, and milestone anniversaries.

7.5 Milestone Anniversaries

Upon reaching a milestone tenure anniversary, colleagues will receive a points award in the Alera Group Appreciation Platform as indicated below:

YEARS OF SERVICE	AWARD VALUE
1 year	\$25
5 years	\$100
10 years	\$200
15 years	\$300
20 years	\$400
25 years and each 5 years thereafter	\$500

7.6 Professional Education

Alera Group believes in the continuing professional education of our Colleagues. Any Colleague who is interested in attending an outside class or training (whether online or in person) or who needs continuing education credits in order to maintain a license or designation required for their job should discuss this with their manager.

If the Company requires a non-exempt Colleague to attend a class or training program, they will be paid for that time and the Company will pay for all reasonable business expenses associated with attendance at the class or program. Refer to Travel Time Pay for information on travel time pay for non-exempt Colleagues.

7.7 Colleague Referral Bonus

Alera Group values employee referrals and offers incentives for successful hires. For detailed information, including current bonus amounts and eligibility, please refer to the Colleague Referral Bonus Program materials available on ARCH.

7.8 Holiday Pay

Alera Group offers the following paid holidays each year:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples' Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- One self-designated Floating Holiday

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Alera Group reserves the right to modify this schedule each year. A Colleague will receive holiday pay if the holiday falls in a week when they are using vacation or other paid time off but will not receive holiday pay if the holiday falls during a continuous² paid or unpaid leave of absence.

Holiday pay for full-time Colleagues is computed at the straight time rate of pay associated with a normal workday.

Holiday pay for part-time Colleagues is computed at the straight time rate of pay associated with the hours they would normally have worked on that day, had it not been a holiday. For example, if someone normally works 4 hours each Monday and a holiday falls on a Monday, they should record 4 hours of holiday time. If someone normally works M-W-F but a holiday falls on a Thursday, they should not record any paid holiday time. Temporary Colleagues are not eligible for holiday pay (including floating holidays).

Anyone who works a full day on a regularly scheduled holiday at the request of their supervisor will be paid for the time worked and will also receive one additional floating holiday which may be used on another day within the same calendar year.

² Colleagues on an intermittent leave of absence will receive holiday pay only if the holiday falls on a day the Colleague would normally be scheduled to work.

Floating Holidays

Each Colleague is entitled to one self-designated floating holiday per calendar year. Colleagues may use a floating holiday to observe any cultural or religious holidays that are meaningful to them, but a floating holiday can be used on any workday. Colleagues should inform their supervisor of their intent to use a floating holiday as early as possible through a time off request in the human capital management system.

Except where required otherwise by state or local law, floating holidays may not be carried over from one year to the next, and unused floating holidays will be forfeited.

Floating holiday hours are based on the number of hours each Colleague is regularly scheduled to work per week, and will be prorated accordingly for those Colleagues regularly working less than a full time schedule.

7.9 Vacation & Sick Leave

Summary

Alera Group provides generous vacation and sick leave policies because we believe Colleagues should regularly take time away from work to rest and recharge, to enjoy personal or family activities, and to enhance personal wellness.

Paid Time-Off Plans at Alera Group

Alera Group offers several paid time off plans. Leadership at each office is responsible for selecting one or more of these calendar-year plans to apply to their team members.

TIME OFF PLAN	TENURE	VACATION	SICK
Standard Time Off Plan (tenure-based)	0-2 years	10 days	7 days
	3-5 years	15 days	7 days
	6-10 years	20 days	7 days
	11+ years	25 days	7 days
Enhanced Time Off Plan (tenure-based)	0-5 years	15 days	12.5 days
	6-10 years	20 days	12.5 days
	11+ years	25 days	12.5 days
Flexible Time Off Plan	N/A	Flexible – as approved by supervisor	20 days

Notification and Reporting

Regardless of the applicable time off plan, Colleagues are expected to discuss time off needs with their supervisor and should request and record their time off in Alera Group's human capital management system. Management will make every effort to honor all time-off requests but reserves the right to deny requests based on business need. Failure to notify management of an absence of more than three consecutive days may result in disciplinary action, including termination of employment.

7.9.1 Vacation Leave - Standard and Enhanced Plan

Eligibility

For Colleagues in offices which have implemented the Standard or Enhanced Time-Off Plan:

All full-time and part-time Colleagues scheduled to work at least 20 hours per week are eligible for paid vacation in accordance with this policy. Part-time colleagues regularly scheduled to work less than 20 hours per week are not eligible for paid vacation. Temporary Colleagues (regardless of scheduled hours) are not eligible for paid vacation.

Managing Vacation

Colleagues are responsible for managing vacation time in partnership with their supervisor. Vacation time can be used for any purpose – it is not reserved for actual vacations but can be considered personal time off for any reason. Colleagues should provide their supervisor with reasonable notice and obtain approval prior to using vacation leave.

Colleagues should understand that due to performance, business, or staffing needs, including potential overlap of requested time off by multiple team members, not all leave requests can be honored. Advance requests are still subject to management approval.

Vacation Pay

Vacation is paid at a Colleague's regular salary or wage rate. If a paid holiday falls within a Colleague's vacation period, the Colleague will receive holiday pay for that day and will not be charged with a vacation day. Colleagues may use vacation time in 15-minute increments.

Accrual

Eligible Colleagues begin accruing vacation on their first day of employment and may use accrued vacation at any time, subject to approval from the Colleague's supervisor. Eligible full-time Colleagues regularly scheduled to work full-time hours will accrue vacation time in alignment with their office's regular full-time work week schedule as indicated in table below for the Standard or Enhanced plan (as selected by each office). Please see separate documentation for further details about accrual calculations.

**YOUR OFFICE'S STANDARD
FULL-TIME WORK WEEK SCHEDULE**

Time Off Plan	Tenure (Yrs of Service)	Vacation Days per Year	Vacation Hours per Year		
			@ 35 Hours per Week	@ 37.5 Hours per Week	@ 40 Hours per Week
Standard Plan	From hire to the end of year 2	10	70	75	80
	3 rd anniversary to end of year 5	15	105	112.5	120
	6 th anniversary to end of year 10	20	140	150	160
	11 th anniversary +	25	175	187.5	200
Enhanced Plan	From hire to the end of year 5	15	105	112.5	120
	6 th anniversary to end of year 10	20	140	150	160
	11 th anniversary +	25	175	187.5	200



Colleagues accrue vacation leave for each two weeks of work (in bi-weekly increments, or per pay period). Colleagues begin accruing at the next tier of vacation upon reaching their 3rd, 6th or 11th anniversary as applicable. For example, a Colleague will begin accruing at the 6-10-year tenure rate in the pay period following the one in which six years of service was reached.

Eligible Colleagues scheduled to work more than or equal to 20 hours per week but less than the standard full-time hours per week applicable to their office will accrue vacation on a pro-rated basis based on the number of hours they are regularly scheduled to work each week.

Vacation does not accrue while the Colleague is on a leave of absence or suspension unless required by applicable law. Vacation is not counted as time worked when computing overtime pay.

Borrowing Vacation

Borrowing up to 5 days of vacation (using vacation before it is accrued) is permissible at the sole discretion of the Company. If a Colleague's employment with Alera Group is terminated for any reason prior to the time that the Colleague has accrued enough vacation to cover the borrowed vacation, the Colleague will be responsible for reimbursing Alera Group for the amount of used but unaccrued vacation. At the time a Colleague "borrows" against unaccrued vacation, the Colleague is required to provide written authorization for Alera Group to deduct the amount of used but unaccrued vacation from their final paycheck, subject to state and local law. Colleagues may not borrow vacation hours from or donate vacation hours to other Colleagues.

Vacation Carryover

At the end of the calendar year, a Colleague may carry over up to 5 days of accrued, unused vacation unless more is required by applicable law. The 5 days are pro-rated based on the Colleague's scheduled work hours per pay period. These carryover hours become the Colleague's opening vacation balance at the start of the new calendar year.

Maximum Accrual Cap

Once the combination of carryover vacation and newly accrued vacation reaches a maximum annual accrual cap (generally the annualized vacation accrual), no additional vacation is accrued until the Colleague uses some of the accrued time and drops below the cap, except where prohibited by state or local laws.

Termination

Colleagues participating in the Standard or Enhanced Plan who leave Alera Group for any reason will be paid for any accrued and unused vacation earned through the date of termination at the rate of pay in effect for their position as of the date of departure, in accordance with applicable law.

7.9.2 Vacation Leave - Flexible Time Off (FTO)

Eligibility

For Colleagues who have been notified and are confirmed participants in Alera Group's Flexible Time Off (FTO) Plan: All full time and part-time Colleagues scheduled to work at least 20 hours per week are eligible for paid vacation in accordance with this policy. Part-time colleagues regularly scheduled to work less than 20 hours per week are not eligible for paid vacation. Temporary Colleagues (regardless of scheduled hours) are not eligible for paid vacation. Colleagues who are not eligible for FTO may be eligible for paid sick leave under applicable law.

Managing Vacation

Colleagues are responsible for managing vacation time in partnership with their supervisor. Vacation should be used to rest and recharge. Colleagues should provide their supervisor with reasonable notice and obtain approval prior to using vacation leave.

FTO is not bound by any certain number of days but does come with some expectations.

- All FTO must be approved in advance. The Company expects all Colleagues to request FTO and provide their supervisor and team members with adequate notice to ensure staffing and other business needs are met.
- Even though there is no set amount of FTO available, FTO must be recorded in the human capital management system.
- Colleagues should understand that due to performance, business, or staffing needs, including potential overlap of requested time off by multiple team members, not all leave requests can be honored. Advance requests are still subject to management approval.

Accrual

This policy does not provide a predetermined amount of FTO, and there are no accruals.

Coordination with Other Benefits and Leaves

This FTO policy does not supersede or replace any of the Company's policies for specific leaves of absence or any federal, state or local law that provides family or medical leave rights or other leave entitlements. Accordingly, when a Colleague's absence falls within the scope of an Alera Group benefit plan, another policy in this Handbook or Addendum, or as mandated by law, the Colleague's absence is not covered by the FTO policy but is instead subject to all terms and conditions of the applicable leave policy. Colleagues are not entitled to use FTO for leave that is qualified for FMLA, a state family and medical leave program, parental leave, medical leave, personal leave, ADA leave, disability leave, workers' compensation leave, STD, LTD, military leave, or any leave covered by insurance.

Termination

Because FTO is not earned or accrued, no payment will be made upon resignation, termination, or separation of employment for any reason.

7.9.3 Sick Leave

Eligibility

All Colleagues on Alera Group's payroll are eligible to use paid sick time in accordance with this policy unless otherwise required by law.

Benefit

Eligible full-time Colleagues regularly scheduled to work full-time hours are granted sick leave as listed below for the Standard, Enhanced, or Flexible Time Off plan (as selected by each office).

YOUR OFFICE'S STANDARD FULL-TIME WORK WEEK SCHEDULE

		35 HOURS PER WEEK	37.5 HOURS PER WEEK	40 HOURS PER WEEK
TIME OFF PLAN	SICK LEAVE DAYS PER YEAR	SICK LEAVE HOURS PER YEAR	SICK LEAVE HOURS PER YEAR	SICK LEAVE HOURS PER YEAR
Standard Plan	7.0	49	52.5	56
Enhanced Plan	12.5	87.5	93.75	100
Flexible Plan	20.0	140	150	160

Sick leave is "frontloaded" rather than being accrued throughout the year. Sick leave is granted upon joining Alera Group - prorated in the first calendar year and loaded in January of each subsequent year.

Full-time and part-time Colleagues working less than the standard hours per week for their office will be granted sick leave on a pro-rated basis based on the number of hours they are regularly scheduled to work each week. Temporary and seasonal Colleagues will accrue sick time based on actual hours worked in accordance with applicable law.

Sick time may be used for any of the following purposes, or as provided by local or state law:

- The Colleague's own physical or mental illness, injury or medical condition requiring home care
- Professional medical diagnosis or care
- Routine or preventive medical appointment (including necessary travel)
- To address the psychological, physical or legal effects related to being a victim of domestic violence, sexual assault, stalking, or, where applicable under state law, for other qualifying acts of violence
- A public health emergency that closes work, school or daycare

- Any of the above reasons for the Colleague's:
 - Child³
 - Spouse/Domestic partner
 - Parent/Stepparent/Foster Parent
 - An individual who served as the primary caregiver of Colleague when Colleague was a minor
 - Parent of a spouse
 - Grandparent
 - Grandchild
 - Sibling (biological, adopted or foster sibling) or spouse of sibling
 - "Designated Person" under applicable law or ordinance
- Coverage during an elimination period for approved short-term disability coverage or coverage under a state or local paid leave program, and "top up" of covered pay during short-term disability or state/local paid leave coverage except where prohibited by law
- Coverage during an unpaid approved governmental family/medical leave
- Other uses as required by law or ordinance

Sick time is paid at a Colleague's regular salary or wage rate. If a paid holiday falls within a Colleague's sick time period, the Colleague will receive holiday pay for that day and will not be charged with a sick day. Colleagues may use sick time in 15-minute increments. Unused sick time may not be carried over into the following calendar year, unless required by law or ordinance.

Colleague Notice and Documentation

If the need for paid sick time is foreseeable or pre-scheduled, the Colleague should provide reasonable notice to their supervisor. Otherwise, the Colleague must provide as much notice as practicable under the circumstances, ideally prior to the beginning of their workday. Sick time must be recorded in Alera Group's human capital management system.

Alera Group may, in its discretion, require a Colleague to provide written documentation from a health care provider confirming the need for the paid sick time taken in accordance with applicable law. Wrongful use of sick time by a Colleague may result in discipline, up to and including termination.

Where applicable, paid sick time will coordinate and run concurrently with time off provided by other state, local, or federal laws, including leave taken under FMLA or approved personal leaves of absence.

³ "Child" includes biological child, adopted child, child of domestic partner, foster child, stepchild and child for whom Colleague has legal or physical custody or guardianship or for whom the Colleague is the primary caregiver.

Return to Work

Alera Group may require a Colleague to provide a fitness-for-duty certification, a work release or other documentation from a medical provider before returning to work after an absence of more than three (3) days during which paid sick time was used, in accordance with applicable law.

Termination

Colleagues will not receive payment for any unused sick time upon termination, unless required by applicable law or ordinance.

To the extent that any applicable law or ordinance provides for more generous provisions or greater benefits than this policy, the applicable law or ordinance will govern.

7.10 Family and Medical Leave of Absence Policy

Alera Group maintains a policy that provides benefits for eligible Colleagues who need time off from work for the birth, adoption or fostering of a child, for their own or a family member's covered health condition, or for qualifying exigencies related to military service.

FMLA Leave

All Colleagues of Alera Group who have been employed for at least one year and completed at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave, are eligible for up to 12 weeks of leave (or 26 weeks for a covered service member), as applicable under the Family and Medical Leave Act (FMLA).

The FMLA requires Alera Group to provide eligible Colleagues with up to 12 weeks of unpaid, job-protected leave in a 12-month period (measured backward from the date any FMLA leave commences) for various specific reasons, including:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the Colleague's child during the first 12 months after birth or placement for adoption or foster care;
- To care for the Colleague's spouse, son or daughter, or parent who has a serious health condition⁴; or
- For a serious health condition that makes the Colleague unable to perform their job.

Colleagues may also use FMLA for any additional reasons provided by state law.

Military Leave Entitlement

Eligible Colleagues with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain "qualifying exigencies." Qualifying

⁴ As defined by the FMLA.

exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible Colleagues to take up to 26 weeks of unpaid leave in a 12-month period to care for a spouse, son, daughter, parent or next-of-kin who qualifies as a “covered servicemember.” A covered servicemember means (1) a current member of the Armed Forces (including a member of the National Guard or Reserves) who, due to a serious injury or illness incurred in the line of duty that may render the servicemember medically unfit to perform their duties, is (i) undergoing medical treatment, recuperation, or therapy; (ii) otherwise in outpatient status; or (iii) otherwise on the temporary disability retired list; or (2) a veteran of the Armed Forces (including a veteran of the National Guard or Reserves) who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible Colleague takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness.

In no event shall an eligible Colleague receive more than 26 weeks of unpaid leave (for any reason) in a 12-month period from when the last leave started.

Requesting Leave

All requests for FMLA leave must be brought to the immediate attention of Human Resources for review and approval. All eligible Colleagues requesting FMLA leave must intend to return to active employment with Alera Group at the end of the leave.

Notice and Designation of Leave

Colleague Notice & Certification Requirements: Unless the need for an absence is not foreseeable (e.g., an emergency medical situation), a request for a FMLA leave of absence must be submitted in writing and supported by the appropriate certification form(s) at least 30 days before the commencement of the leave. Appropriate forms are available from Human Resources. When leave is not foreseeable, such as during a medical emergency, the Colleague must provide notice as soon as practicable and, absent extraordinary circumstances, must comply with the Company’s normal call-in procedures. A Colleague requesting leave as a result of a qualifying exigency must provide such notice as is reasonable and practicable, to the extent the exigency is foreseeable.

Colleagues must provide sufficient information for Alera Group to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Colleagues must also inform Alera Group if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Colleagues also may be required to provide medical certification by the treating health care provider if leave is requested because of a serious health condition of the Colleague or family member, or to care for a covered servicemember. Alera Group also may require a second opinion from a health care provider designated and paid for by the Company. When



appropriate, Alera Group also may require periodic recertification supporting the continuing need for leave.

The failure of a Colleague to reasonably provide the information or medical certificate required by Alera Group to determine if a leave qualifies for FMLA may result in the loss or delay of FMLA protection.

Company Notice of Eligibility and Designation of FMLA Leave: In compliance with applicable law, Alera Group will inform Colleagues requesting leave whether they are eligible under the FMLA. If so, Alera Group will inform Colleagues of their rights and responsibilities under the FMLA and of any additional information required to support their request for leave. Alera Group will inform Colleagues not eligible for FMLA leave of the reason(s) they are ineligible. After receiving sufficient information and certification, Alera Group will also inform Colleagues if and how much leave will be designated as FMLA-protected.

If an absence that qualifies for FMLA leave is not foreseeable, Alera Group will designate the absence as FMLA leave once it receives sufficient supporting information regarding the reason for the leave. In cases where Alera Group does not have sufficient information, it may make a preliminary designation of the leave as an FMLA leave, subject to confirmation upon receipt of supporting documentation.

Health Insurance Coverage

During an approved FMLA leave, Alera Group will maintain the Colleague's coverage under any group health insurance plan at the same level, with the same coverage, and under the same conditions that would have been provided if the Colleague had been continuously employed during the entire leave period.

Use of Vacation or Other Paid Time Off

Approved FMLA leave is unpaid. Earned and accrued vacation, sick time and other time off must be used during an approved FMLA leave unless prohibited by law, provided, however, Colleagues may not use FTO for FMLA leave. Colleagues eligible for coverage under the company's Short-Term or Long-Term disability policies are eligible to receive pay in accordance with those plans. Additional vacation, sick and other paid time off will not continue to accrue during FMLA leave unless required by applicable law.

Colleagues must comply with the Company's paid leave policies when substituting paid leave for unpaid leave. Colleagues on FMLA leave who are not eligible for vacation pay, sick time, Short-Term or Long-Term disability payments or paid leave under state law must take their leave on an unpaid basis.

Returning to Work

If a Colleague's FMLA leave is because of the Colleague's own serious health condition, the Colleague shall be required, prior to return to work, to submit to Human Resources a letter from their health care provider that the Colleague's medical condition is sufficiently resolved to permit the Colleague to return to work and perform the functions of their job. Also, a



Colleague may be required to be cleared by Alera Group and may be required to be evaluated by a physician engaged (and paid for) by Alera Group prior to resuming work, except where prohibited by state or local law.

A Colleague failing to return to work on the scheduled return date after an FMLA or other approved alternate leave of absence without securing an approved extension may be terminated from employment.

Job Protection During FMLA Leave

During an approved FMLA leave, Alera Group will hold open the Colleague's position (or an equivalent position) to the extent required by the applicable law. Colleagues may take leave only so long as there is a serious health condition that qualifies for FMLA leave and, in any event, a maximum of 12 weeks (or 26 weeks, if applicable). A Colleague on a FMLA leave is expected to return at the end of the granted period, and no later than 12 weeks (or 26 weeks, if applicable). A Colleague who fails to return on the scheduled return date after a FMLA or other approved leave of absence will be considered as a voluntary termination unless the Colleague has received an approved extension of leave time.

If an approved leave extends beyond 12 weeks (or 26 weeks, if applicable), the Colleague's former job and salary generally cannot be guaranteed. If the Colleague's original position is no longer available, the Colleague may apply for other available positions with Alera Group. The Colleague's salary will be reviewed if the duties of a new position differ from the position held prior to the leave. Based on duties, the Colleague's salary may be increased or decreased. If a position is not available, or if one is offered to the Colleague and is declined, or if the Colleague fails to return to work from leave on the scheduled return date to the original position, employment may be terminated.

Other FMLA Provisions

Leave taken for the birth, adoption or fostering of a child must be taken within 12 months after such birth, adoption or foster placement, and cannot be used intermittently or on a reduced leave schedule unless agreed to by the Company. However, leave for a Colleague's own or a family member's covered health condition, or for qualifying exigencies related to military service, can be taken intermittently or on a reduced leave schedule when medically necessary. Colleagues must make reasonable efforts to schedule leave for planned medical treatment to not unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Enforcement and Other State Laws Relating to Family and Medical Leave

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Where permitted, FMLA leave will run concurrently with any leave required by applicable state or local family or medical leave laws. Colleagues should contact Human Resources for information on applicable state laws. A Colleague who believes their

employer has violated any provision of the FMLA may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

Important Notice Regarding Genetic Information

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits Alera Group (and other entities covered by GINA Title II) from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA. In order to comply with GINA, Colleagues should not provide any genetic information when responding to a request for medical information related to an FMLA leave or complying with the Colleague's return to work certification requirements. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

7.11 Military Leave (USERRA)

The Company complies with applicable state and federal law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state and local laws. Documentation of the need for the leave must be submitted to Human Resources reasonably in advance of the scheduled leave. A Colleague returning from military leave of absence will be reinstated to their previous or similar job in accordance with state and federal law. The Colleague's supervisor must be notified of their intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources.

7.12 Jury Duty and Witness Leave

Colleagues who are summoned for jury duty or subpoenaed as a witness should make scheduling arrangements with their supervisor as soon as a jury summons or subpoena is received. The Company will provide up to ten (10) days of paid leave per year for jury duty and witness leave. Vacation or flexible time off (as applicable) may be used for jury and witness leave exceeding 10 days. Colleagues may keep any pay received for serving on a jury.

The Company reserves the right to require Colleagues to provide proof of the need for leave to the extent authorized by law. Jury Duty and Witness Leave will be managed in accordance with applicable state and local laws and regulations.

7.13 Voting Leave and Election Worker Leave

If a Colleague's work schedule prevents them from voting on Election Day and voting in person is either required or desired, the Company will allow reasonable paid time off to vote in accordance with applicable law. The timing of this leave is at the discretion of the supervisor and in accordance with applicable state and local laws and regulations.

In accordance with state laws, Alera Group will provide Colleagues who are precinct election officials, judges or workers with leave for registration, required training, and/or Election Day to perform the duties of their position. Unless specified otherwise by state law, this leave is unpaid. However, available paid vacation or flexible time off may be substituted. As much notice as possible should be provided.

7.14 Bereavement Leave

Alera Group recognizes the importance of taking leave due to a death.

Colleagues are entitled to up to five days off with pay to mourn the death of an immediate family member (i.e., parent, sibling, spouse/domestic partner, child, unborn child, grandparent, grandchild, someone whose relationship was that of an immediate family member, or immediate family member in-law).

Colleagues are entitled to up to two days off with pay to mourn the death of an extended family member (i.e., aunt, uncle, cousin, niece, nephew, someone whose relationship was that of an extended family member, or extended family member in-law).

Pay is based on the Colleague's regular rate for the number of hours they would otherwise be scheduled to work on each day of bereavement leave. Vacation or flexible time off (as applicable) may also be taken when necessary, and additional unpaid bereavement leave will be provided where required by law or as approved by management. Colleagues taking bereavement leave must notify their supervisor of their intention to do so. Alera Group may request documentation to support absences for bereavement leave.

7.15 Emergency Services Leave

A Colleague who is a volunteer emergency worker can be assured that Alera Group will not:

- Terminate their employment because they are absent or late to work due to responding to an emergency; or
- Discipline them for responding to an emergency phone call or text message during work hours requesting their emergency services.

Volunteer emergency worker means an individual who meets the requirements of volunteer status under applicable laws, and serves in a volunteer role including the following:

- Member of a fire department of a fire protection district, municipality, or other unit of government.

- Emergency medical technician.
- Ambulance driver or attendant.
- First responder.
- Member of a county or municipal emergency services and disaster agency.
- Auxiliary police or deputy.
- A volunteer member of the Army National Guard or Air National Guard.

A Colleague who may be absent from or late to work due to responding to an emergency must make a reasonable effort to notify the Company. Time missed from work while responding to an emergency is unpaid, although available paid vacation leave or flexible time off may be used to cover the absence.

The Company may request a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity for which emergency services were provided, stating that the Colleague responded to an emergency, and the time and date of the emergency.

7.16 Civil Air Patrol Leave

Alera Group will provide Colleagues with unpaid leave for work missed while rendering services as a member of the Civil Air Patrol at the request of a state or any of its political subdivisions. Available paid vacation or flexible time off may be substituted to cover for this missed time.

As much notice as possible should be provided about the dates a Colleague will be absent from work due to service as a Civil Air Patrol member. The Company may ask for documentation verifying the order for service.

7.17 Crime Victim Leave

Alera Group will provide unpaid leave to attend judicial proceedings related to a crime if a Colleague is the victim of a crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. This policy does not apply to employees who have committed or are alleged to have committed a crime.

Available paid vacation or flexible time off may be substituted to cover for this missed time. Documentation of the scheduled proceeding must be provided, either in advance when the need for leave is foreseeable, or within a reasonable time after the absence if not foreseeable.

Information related to such requests for leave will be maintained as confidential and will not be disclosed except as required by law.

7.18 Paid Family Leave

The Company provides Colleagues with up to twelve (12) work weeks of Paid Family Leave in connection with the following reasons:

- **Bonding:** Birth of a child or children, including through surrogacy, adoption of a child under 18 years of age (or the adoption of a child under 23 years of age if the child is mentally or physically disabled), or placement of a foster child.
- **Family Care:** The need to care for a spouse, domestic partner, child, or parent who has experienced a serious illness or injury and is unable to care for themselves due to that illness or injury.
- **Military Exigency:** To participate in a qualifying event arising from a parent, child, or spouse's military service, as defined by the FMLA.
- **Military Caregiver:** The need to care for a parent, child, spouse or next of kin who is a covered servicemember with a serious injury or illness, as defined by the FMLA.

Serious illness or injury means an illness, injury, impairment, or physical or mental condition requiring in-patient care in a hospital, hospice, or residential medical care facility; or continuing medical treatment or continuing supervision by a health care provider.

Eligibility

Colleagues are eligible for Paid Family Leave if (i) their local office participates in Alera Group's corporate benefit plans, (ii) they have 12 months of service on or before their first day of Family Leave, (iii) they have worked 1,250 hours in the prior 12 months, and (iv) they submit the required documentation.

In no case will a Colleague be entitled to receive more than 12 work weeks of Paid Family Leave under this policy in a rolling 12-month period regardless of whether more than one event occurs within that 12-month period.

The Company's Paid Family Leave policy is a paid leave benefit provided by the Company. It does not affect a Colleague's rights under the FMLA or any other leave statute. Colleagues may be eligible for leave benefits under federal and/or state family and medical leave laws or ordinances and, if so, are strongly encouraged to apply for benefits under those laws. The Company's Paid Family Leave policy is designed to supplement paid leave benefits where available through a state paid family and medical leave program. If a Colleague is eligible for paid leave benefits through a state program, the Company will only pay the Colleague the difference between their regular straight-time weekly salary or wages and what the Colleague receives or is eligible to receive in benefits from that state program. Paid Family Leave will run concurrently with FMLA and any other applicable local, state, or federal leave law or ordinance.

In some circumstances, Colleagues may be entitled to additional leave time under the FMLA or a state or local leave law or ordinance. In addition, Colleagues who are not eligible for the



Company's Paid Family Leave benefit may still be eligible for leave under FMLA or a state or local law or ordinance.

The Company's Paid Family Leave policy is designed for Colleagues who plan to return to work at the end of their leave. While every effort will be made to return the Colleague to the same or a similar position, the Company's Paid Family Leave policy alone does not provide job protection. If applicable, FMLA, state or local laws or ordinances may provide job protection. Information related to FMLA can be found in the Alera Group FMLA Policy. Information related to any available state program can be obtained from Human Resources.

Bonding

Paid Family Leave for bonding must be taken within 12 months of the date of the birth, placement for adoption, or placement of the foster child. The leave may be taken consecutively or broken into smaller increments, as agreed with the Colleague's supervisor and HR Business Partner. If this leave is running concurrently with another local, state, or federal law or ordinance pertaining to bonding which allows leave to be taken in specific increments, Alera Group's Paid Family Leave will follow suit.

Colleagues who are birth parents may be eligible for benefits under the Company's short-term disability (STD) plan and/or a state program. The STD plan and/or state program is intended to cover medical recuperation; therefore, it does not run concurrent with Family Leave for child bonding. Colleagues who are birth parents would need to apply for benefits under the STD plan and/or state program to be paid during the period of disability under that plan. Paid Family Leave for bonding will start after disability benefits end. A Colleague is not entitled to receive Paid Family Leave while receiving disability benefits.

Family Care

Paid Family Leave for a qualified family member may be taken consecutively or broken into smaller increments, as agreed with the Colleague's supervisor and the HR Business Partner. If this leave is running concurrently with another local, state, or federal law or ordinance pertaining to family care leave which allows leave to be taken in specific increments, Alera Group's Paid Family Leave will follow suit.

Qualified family members include Colleague's biological, adoptive, or foster child, parent, stepparent, or legal guardian of the child or the child's spouse or domestic partner, a biological, adoptive, or foster grandparent or step grandparent, or a spouse or domestic partner. The colleague must provide certification from a treating provider indicating the family member has a serious illness or injury and is unable to care for themselves due to that illness or injury to qualify for this leave.

Military Exigency and Military Caregiver

Paid Family Leave may be taken consecutively or broken into smaller increments, as agreed with the Colleague's supervisor and the HR Business Partner. If this leave is running concurrently with another local, state, or federal law or ordinance

pertaining to family care leave which allows leave to be taken in specific increments, Alera Group's Paid Family Leave will follow suit.

Benefits During Paid Family Leave

While receiving payment per the Company's Paid Family Leave policy, Alera Group will maintain the Colleague's coverage under any group health insurance plan at the same level, with the same coverage, and under the same conditions that would have been provided if the Colleague had been continuously employed during the entire leave period.

Colleague Notice & Certification Requirements

Unless the need for an absence is not foreseeable (e.g., an emergency), a request for Paid Family Leave must be submitted in writing and supported by the appropriate certification form(s) at least 30 days before the commencement of the leave. Appropriate forms are available from Human Resources.

7.19 Personal Leave of Absence

Personal leaves of absence of up to 60 consecutive calendar days may be granted in the sole discretion of Alera Group based on a variety of factors, including the needs of the Company, staffing concerns, and other factors. A Colleague may not take personal leave if they are eligible for any other type of leave offered by Alera Group (such as Short-Term or Long-Term disability, workers' compensation, FMLA, etc.).

A Colleague generally will be required to use all available paid time off (sick, vacation and other paid time) while on personal leave. This earned time will be counted toward the length of the personal leave. After the Colleague has used all available earned time, the remainder of the personal leave will be unpaid. A Colleague may not use FTO for personal leave. If the Colleague does not have any available earned time or has FTO, the entire personal leave will be unpaid. The Colleague is not eligible to accrue additional vacation, sick and other paid time off during the personal leave unless required by applicable law.

The Colleague will continue to receive health insurance benefits while they are on personal leave under the same coverage levels and on the same basis as when they were working. During the personal leave, Alera Group will continue to pay its share of the health insurance premiums and the Colleague must pay their share of the health insurance premiums. A request for personal leave must be submitted in writing to Human Resources for review and must be approved by both the Colleague's supervisor and Human Resources.

A Colleague requesting a personal leave of absence must indicate their intention to return to active employment with Alera Group at the end of the leave. While Alera Group will strive to return the Colleague to their former position or a substantially equivalent one, it cannot guarantee that there will be any available positions.

7.20 Additional Leaves Required by Law

The Company complies with applicable state and federal law regarding additional leaves of absence such as organ donor leave, bone marrow donation leave, and family military leave. A Colleague who works in a state that provides a leave of absence for which they are eligible under the law will be granted leave under that statute. Such leaves will be managed in accordance with applicable state and local laws and regulations. The Company will not retaliate against colleagues who request or take leave in accordance with any Company, state or local leave policy. Please contact Human Resources for more information about state-mandated leaves of absence.

7.21 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all Colleagues for work-related injuries or illnesses. Workers' compensation coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. A Colleague who is injured on the job, no matter how slightly, should report the incident immediately to their supervisor and/or Human Resources. Consistent with applicable state law, failure to report an injury or illness within a reasonable period could jeopardize or delay a claim for benefits.

If the injury is the result of an on-the-job accident, the Colleague must fill out an accident report and return it promptly to the supervisor and Human Resources. It will be submitted with any other information, such as witness statements and contact information, pictures of the injured and/or pictures of the physical work location where the injury occurred. Final determination for coverage is made by the workers compensation carrier and the appropriate state agency, and the Colleague may appeal the decision if they disagree. The waiting/elimination period for workers' compensation claims varies by state. The Colleague will be required to submit a medical release before returning to work.

7.22 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by the Company and provides temporary income for Colleagues who have lost their job under certain circumstances. Eligibility for unemployment compensation will, in part, be determined by the reasons for separation from the Company and state unemployment provisions. Decisions about benefits are made by the applicable state agency, not by Alera Group.

7.23 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Colleagues and their beneficiaries to continue health, dental and/or vision insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of a Colleague, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact Human Resources to learn more about COBRA rights.

8.0 Trade Secrets and Work Product

Alera Group complies with all applicable federal, state, and local employment laws with respect to restrictive covenant agreements. Colleagues should refer to their signed restrictive covenant agreements for details.

8.1 Colleague Work Products

Any Colleague work product created, in whole or in part, during a Colleague's work hours, or from the use of the Company's equipment or facilities, is a "work for hire" and the property of the Company. Any Colleague who intends to develop and maintain property rights in any work product developed outside of business hours and not using Company equipment or facilities, which could relate in any way to the Company's products or services, is required to obtain a written waiver of this policy, signed by both the Colleague and the Chief Legal Officer or VP, Human Resources and Organization Development.

8.2 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Colleagues are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential Company-related commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, client and prospect lists, patents, trademarks, etc.), along with any and all confidential client information (e.g. client-related commercially sensitive information, personally identifiable information, and protected health information). Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from a supervisor or as otherwise required for the Colleague to perform their job. Any Colleague who has information that leads them to suspect that a Colleague has improperly disclosed or obtained such information is required to inform their supervisor or Human Resources immediately. Violation of this policy may result in the discipline or termination of a Colleague, as well as subject the Colleague to civil liability. As part of their employment, Colleagues will be required to sign a Restrictive Covenant Agreement, which details additional confidentiality expectations during and post-employment. Colleagues are also required to comply with all applicable federal, state and local laws regarding confidentiality.

9.0 Closing Statement

Thank you for reading this Colleague Handbook. We hope it has provided you with an understanding of Alera Group's mission and culture, as well as our current policies and guidelines. We look forward to having you on the team as we continue to grow a successful company and establish a safe, productive, and collaborative workplace.

Appendix 1 - EEO Statement and Non-Harassment Policy

It is the goal of the Company to provide a productive and pleasant working environment and to maintain a workplace characterized by trust and mutual respect. The Company is committed to maintaining a work environment free from all forms of discrimination and unlawful harassment, including sexual harassment, and free from retaliation for complaining about harassment or participating in an investigation into a complaint of harassment. This policy applies to the working relationships between the Company's employees and applicants, customers, vendors, independent contractors, interns, consultants, volunteers and others with whom contact is necessary to perform the business of the Company.

The Company is committed to maintaining a work environment free from discrimination based on race, perceived race, color, protective hairstyles (includes natural hair, hair texture, and hairstyles associated with specific racial groups), religion (includes religious dress and grooming practices), religious creed, national origin, place of birth, citizenship, ancestry, appearance (including size, height and weight), sex, gender, gender identity and gender expression, sexual orientation, transgender status, age, physical or mental disability, sensory disability, learning disability, use of a support animal, medical condition, genetic information or characteristic, genetic characteristics, veteran or military status, unfavorable discharge from military service, marital status, marital status change, change in marital status, familial status or responsibilities, family and medical leave status, pregnancy, childbirth and related disabilities, breastfeeding, reproductive health decision-making, crime victim status, domestic violence victim status, credit history, order of protection status, housing status, public assistance status, smoking status, matriculation, criminal record, status as a user of medical marijuana, engaging in lawful activity off the premises of the Company during non-working hours, a Colleague's display of the American flag on their body or at their workstation, political affiliation, association with a member of a protected class, or any other legally protected category unless there is a Bona Fide Occupational Qualification. More specifically, it is the Company's policy to make all employment decisions based solely on an individual's merit, qualifications and abilities and without regard to an individual's status in a protected category or any combination or intersection of protected categories. This policy applies to all aspects of employment including hiring, training, performance assessments, work assignments or shifts, promotions, discipline and termination. The Company also will not tolerate any form of unlawful harassment in the workplace, including sexual harassment. Harassment is unlawful, offensive, affects morale and, as a result, interferes with the work effectiveness of the person harassed. Any person covered by this policy who engages in harassment, sexual harassment, or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. Although harassing behavior may not constitute unlawful behavior in all instances, such conduct may still be considered a violation of this policy.

This policy applies to all work-related settings and activities (whether inside or outside of the physical workplace) and includes customer sites, business trips, and business-related social events. In addition, calls, texts, and social media usage by individuals may constitute unlawful harassment

under this policy even if they are sent or created during non-working hours and away from the workplace.

Under state, federal, and local law, “sexual harassment” means sexual advances, requests for sexual favors, and verbal and physical conduct of a sexual nature when:

- submission to such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment; or
- submission to or rejection of such advances, requests or conduct is used as the basis for employment decisions; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment; or
- such conduct or behavior also involves coercion, abuse of authority, or misuse of an individual's employment position.

While it is not possible to define precisely what type of conduct will constitute an intimidating, hostile or offensive working environment, it may include verbal abuse or insults of a sexual nature, sexual jokes or other references of a sexual nature, display or circulation of sexually degrading pictures or other objects or materials, inquiry regarding another employee's sexual experiences or activities, discussions about one's sexual activities or desires, unwelcome leering, whistling, touching, gestures and other similar unwelcome conduct.

Sexual harassment can occur between any individuals, regardless of their sex or gender. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal. Moreover, a perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace, including an independent contractor, contract worker, vendor, client, customer or visitor.

In addition to its prohibition of sexual harassment, the Company prohibits verbal or physical conduct that denigrates or shows hostility or aversion towards an individual or others because of race, perceived race, color, protective hairstyles (includes natural hair, hair texture, and hairstyles associated with specific racial groups), religion (includes religious dress and grooming practices), religious creed, national origin, place of birth, citizenship, ancestry, appearance (including size, height and weight), sex, gender, gender identity and gender expression, sexual orientation, transgender status, age, physical or mental disability, sensory disability, learning disability, use of a support animal, medical condition, genetic information or characteristic, genetic characteristics, veteran or military status, unfavorable discharge from military service, marital status, marital status change, change in marital status, familial status or responsibilities, family and medical leave status, pregnancy, childbirth and related disabilities, breastfeeding, reproductive health decision-making, crime victim status, domestic violence victim status, credit history, order of protection status, housing status, public assistance status, smoking status, matriculation, criminal record, status as a user of medical marijuana, engaging in lawful activity off the premises of the Company during non-working hours, a Colleague's display of the American flag on their body or at their workstation, political affiliation, association with a member of a protected class, or any other legally protected category that (1) has the purpose or effect of creating an intimidating, hostile, humiliating or offensive working

environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment based on any of these protected categories: epithets; slurs; negative stereotyping; jokes; threatening, intimidating, or hostile acts; and/or written or graphic material that denigrates or shows hostility towards an individual or group that is circulated in the workplace or placed anywhere on the Company's premises, such as on an employee's desk or workspace, on the Company's e-mail or other electronic systems, or on the Company's equipment, bulletin boards or property.

The Company encourages employees to come forward with any complaints of discrimination, or of sexual or other harassment, and requires employees to cooperate in any investigation. Leaders and managers are required to report to Human Resources any complaint of harassment that they receive and any harassment that they observe. This policy and the law prohibit retaliation against an employee for filing a complaint of discrimination or legally protected harassment, or for cooperating in the investigation of such a complaint, and any retaliation will not be tolerated.

Process For Investigating Allegations of Discrimination or Harassment

If you believe that you have been subjected to unlawful discrimination, sexual harassment or other protected harassment, or if you have witnessed what you believe to be discrimination, harassment or sexual harassment, you have the right to file a complaint with the Company. This may be done in writing or orally. A Complaint Form for Reporting Sexual Harassment is attached to this policy. You are not required to use this form. It is for your convenience only. However, you are encouraged to document any incidents involving discrimination or harassment. To file a complaint, discuss a concern, or get additional information about the Company's discrimination or harassment prevention policies and/or complaint process, you may contact your Human Resources Business Partner or one of the following people, either in writing or orally:

Sarah Sheckells
Three Parkway North, Suite 500
Deerfield, IL 60015-2567
847.739.7810
Sarah.Sheckells@aleragroup.com

Leslie Morse
410 N Michigan Ave, Suite 1200
Chicago, IL 60611
312-654-4251
Leslie.Morse@aleragroup.com

Discrimination/Harassment Investigation

When the Company receives a complaint or report of discrimination or harassment, impartial and appropriately qualified personnel will conduct a thorough investigation of the complaint in a fair and timely manner and document the investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and to afford due process to all parties. The Company will strive to inform or involve only those who "need to know" but it cannot guarantee complete confidentiality. Any form of retaliation directed toward an individual who makes a complaint, or towards a person who participates or otherwise cooperates in an investigation, is unlawful and will not be tolerated by the Company.

Remedial Action

After the investigation, if it is determined that inappropriate conduct has occurred, the Company will act promptly to eliminate the offending conduct, and where appropriate, the Company may also impose disciplinary action, which could include termination of employment. The nature and degree of such remedial action will vary given the particular circumstances of the situation. The Company will also impose disciplinary action against any supervisor or manager who knowingly allowed harassment to continue. After the investigation, the Company will also strive to ensure that any improper conduct has stopped, and that there has been no discrimination or retaliatory action against the complaining employee or any employee participating in the investigation. Consistent with its confidentiality obligations, the Company will notify the person filing the complaint of the conclusions and results of the investigation.

Harassment that violates this policy may also violate the law and may lead to personal legal and financial liability for the responsible individual.

Sexual Harassment Prevention Training

The Company conducts sexual harassment prevention training as required by law. Every employee is required to participate in any sexual harassment prevention training offered by the Company.

In addition, California's Civil Rights Department offers free online Sexual Harassment Prevention Training programs for any interested employee that can be accessed at <https://www.calcivilrights.ca.gov/shpt/>

State and Federal Remedies

The importance of this policy cannot be emphasized enough. An environment free of sexual and other harassment and discrimination is not only the law, it is fundamental to the culture of the Company. The Company hopes that all employees will feel comfortable coming forward and allowing us to pursue an internal resolution of the matter that allows everyone to work together without unnecessary escalation of any inappropriate situation involving discrimination or sexual or other harassment.

While we hope that any employee who feels they have been the subject of unlawful harassment or discrimination will immediately bring the matter to the attention of one of the individuals listed in this policy, employees also have the right to contact the government agencies set forth in this Appendix of Federal and State/Local Agencies:

Appendix of Federal and State/Local Agencies

California Employees

Equal Employment Opportunity Commission (EEOC) - (800) 669-4000

EEOC San Francisco District Office, 450 Golden Gate Avenue, San Francisco, CA 94102

EEOC Los Angeles District Office, Roybal Federal Building, 255 East Temple St., 4th Floor, Los Angeles, CA 90012

EEOC San Diego Office, 555 West Beech Street, Suite 504, San Diego, CA 92101

EEOC Oakland Local Office, 1301 Clay Street, Suite 1170-N, Oakland, CA 94612

EEOC San Jose Local Office, 96 N. Third Street, Suite 250, San Jose, CA 95112

EEOC Fresno Local Office, Robert E. Coyle Federal Courthouse, 2500 Tulare Street, Suite 2600, Fresno, CA 93721

The California Civil Rights Department (CRD) - (800) 884-1684 / TTY: (800) 700-2320 or <https://calcivilrights.ca.gov>

(main website) or by email at contact.center@calcivilrights.ca.gov

CRD Sacramento Office 651 Bannon Street, Suite 200, Sacramento CA 95811

CRD Bakersfield Office, 4800 Stockdale Highway, Suite 215, Bakersfield, CA 93309

CRD Elk Grove Office, 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758

CRD Fremont Office, 39141 Civic Center Drive, Suite 250, Fremont, CA 94538

CRD Fresno Office, 1277 E. Alluvial Avenue, Suite 101, Fresno, CA 93720

CRD Los Angeles Office, 320 West 4th Street, 10th Floor, Los Angeles, CA 90013

Chicago Employees

Chicago Commission on Human Rights, 740 N. Sedgwick, 4th Floor, Chicago, IL 60654 - (312) 744-4111

Maine Employees

Equal Employment Opportunity Commission (EEOC), 15 New Sudbury Street, Room 475, Boston, MA 02203 - (800) 669-4000

Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 - (207) 624-6290

Massachusetts Employees

Equal Employment Opportunity Commission (EEOC), 15 New Sudbury Street, Room 475, Boston, MA 02203 - (800) 669-4000

Massachusetts Commission Against Discrimination (MCAD)

Boston Office, One Ashburton Place, Room 601, Boston, MA 02108 - (617) 994-6000

Springfield Office, 436 Dwight Street, Room 220, Springfield, MA 01103 - (413) 739-2145

Worcester Office, 484 Main Street, Room 320, Worcester, MA 01608 - (508) 453-9630

New York Employees

Equal Employment Opportunity Commission (EEOC), 33 Whitehall Street, 5th Floor, New York, NY 10004 - (800) 669-4000

New York State Division of Human Rights (DHR), One Fordham Plaza, Bronx, NY 10458 - (888) 392-3644

DHR Sexual Harassment Hotline - (800) HARASS-3 or (800) 427-2773

Oregon Employees⁵

Equal Employment Opportunity Commission ("EEOC"), 909 First Avenue, Suite 400, Seattle, WA 98104 - (800) 669-4000

Oregon Bureau of Labor & Industries, 800 NE Oregon Street, Suite 1045, Portland, OR 97232 - (971) 673-0761

Rhode Island Employees

Equal Employment Opportunity Commission (EEOC), 15 New Sudbury Street, Room 475, Boston, MA 02203 - (800) 669-4000

Rhode Island Commission for Human Rights, 180 Westminster Street, 3rd Floor, Providence, RI 02903 - (401) 222-2661

Vermont Employees

Equal Employment Opportunity Commission (EEOC), 15 New Sudbury Street, Room 475, Boston, MA 02203 - (800) 669-4000

Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05609 - (888) 745-9195

Complaints filed with the AG should be filed within 360 days of the adverse action. Complaints filed with the EEOC must be filed within 300 days of the adverse action.

⁵ **Special Provision for Oregon Employees:** The Company will not require a former, current or prospective employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault. An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a non-disclosure, non-disparagement, or no-rehire provision⁵ and will have at least seven days to revoke any such agreement. The organization will not offer a settlement on the condition of a request for these terms. Oregon law requires that any legal action taken on alleged discriminatory conduct commence no later than five years after the occurrence of the conduct. Other applicable laws may have a shorter time limitation on filing. A **non-disclosure agreement** is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement. A **non-disparagement agreement** is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company. A **no-rehire provision** is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

Other Employees

If you work in an office or location other than California, Chicago, Maine, Massachusetts, New York, Oregon, Rhode Island, or Vermont, you may contact the EEOC at (800) 669-4000, your state or local equal employment opportunity commission, or Human Resources.

Complaint Form for Reporting Sexual Harassment

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Human Resources. If you are more comfortable reporting your complaint to Human Resources verbally or in another manner, you may do so.

COMPLAINANT INFORMATION

Name:

Home Address

Work Address

Home Phone:

Work Phone:

Job Title:

Email:

Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you:

☐ Supervisor

☐ Subordinate

☐ Co-Worker

☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?

☐ Yes

☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Company? If yes, when and to whom did you complain or provide information?

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

☐ Yes

☐ No

Have you instituted a legal suit or court action regarding this complaint?

☐ Yes

☐ No

Have you hired an attorney with respect to this complaint?

☐ Yes

☐ No

I request that the Company investigate this complaint of discrimination and/or harassment in a timely and confidential manner.

Signature: _____

Date: _____

Employee Acknowledgement

The ***Non-Discrimination, Non-Harassment and Non-Retaliation Policy*** describes important information about the Company's commitment to maintaining a work environment free from all forms of discrimination and unlawful harassment, including sexual harassment, and free from retaliation for complaining about harassment or participating in an investigation into a complaint of harassment.

By acknowledging this entire handbook,

- You are specifically acknowledging that you have received and read the Company's Non-Discrimination, Non-Harassment and Non-Retaliation Policy and that you understand it is your responsibility to comply with this policy.
- California employees acknowledge that you have received and read the Sexual Harassment Fact Sheet prepared by the California Civil Rights Department (CRD-185-ENG September 2022).

Appendix 2 – State and Local Requirements

Alera Group complies with all applicable federal, state, and local employment laws. Because the Company has Colleagues throughout the United States, there may be instances where a state or local law provides a greater benefit to Colleagues than a policy contained in the Handbook. In this Appendix, the Company has listed those state and local laws that offer greater benefits or different benefits than what is provided for in the core Handbook. Where a state or local law provides a greater benefit than what is described in the core Handbook, the Colleague is entitled to the greater benefit provided by the state or local law. (In most cases, Alera Group offers more generous benefits than it is required to provide by law.) Where state or local law requires a benefit not described in the core Handbook, the state or local law will govern.

Please navigate to your state of residence and state of employment to review any additional content that may apply to you. This core Handbook will be updated periodically, but any state or local law or regulations that are implemented will apply immediately upon the effective date of such law or regulation and will supersede the content set forth here in the case of any conflict. The Company will not discriminate or retaliate against colleagues who request or take leave in accordance with these policies.

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Alabama Policies

[none]

Alaska Policies

Overtime Pay

Nonexempt colleagues are entitled to overtime pay of one and one-half times your regular rate of pay for any hours worked in excess of eight hours in a day or 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Arizona Policies

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave in accordance with Arizona's Fair Wages and Healthy Families Act.

Arkansas Policies

Bone Marrow and Organ Donation Leave

Alera Group will provide eligible employees with up to 90 days of unpaid leave to serve as a bone marrow or organ donor.

All employees in Arkansas are eligible for bone marrow or organ donation leave; however, if you are eligible for leave under the federal Family and Medical Leave Act, you may not take leave under this policy. To request leave under the policy, provide reasonable written notice of the need for leave to your Manager.

California Policies

Hiring and Orientation Policies

Lactation Accommodation Policy

As set forth in the Accommodation for Nursing Mothers policy in the Handbook, Alera Group supports lactating employees by providing accommodations, including lactation breaks and a lactation space, to employees who wish to express breast milk during the workday. This policy sets for additional information regarding lactation accommodations for California employees.

Lactation Breaks

A lactating employee in California will be provided reasonable break times each time such employee has need to express breast milk during the workday. Lactation breaks will, when possible, run concurrently with an employee's authorized rest and meal breaks. If an employee requires additional break time for lactation purposes, such additional time shall be unpaid for non-exempt employees and must be indicated on the employee's time record.

Lactation Space

Alera Group will make reasonable efforts to provide lactating employees with a private space (other than a restroom) in which to express breast milk. If the Company is unable to provide a permanent, private lactation location because of operational, financial, or space limitations, the Company will provide a temporary lactation location that is private, free from intrusion while an employee expresses milk, and may only be used for lactation purposes while an employee expresses milk. The space will be in close proximity to the employee's work area. The space may be the employee's regular work area if it meets these requirements. The space will be safe, clean and free of hazardous materials, have a chair and surface space for a breast pump and personal items, and have access to electricity. The Company also will provide, in close proximity to the employee's work area, a refrigerator where the employee can store breast milk, and access to a sink with running water. If the designated space is used for multiple purposes, the Company will notify employees that lactation takes precedence over other uses for the room.

Accommodation Requests

Employees who require lactation accommodation regarding breaks or location must submit a written request to Human Resources. Alera Group will respond within five (5) business days to the employee's request. The Company will engage with the employee in an interactive process to determine appropriate lactation breaks and location. If the Company does not provide an accommodation because it is an undue hardship, the Company will notify the employee of the basis of the denial.

Employees have a right to request lactation accommodation. The Company will not retaliate against an employee for exercising the right to request an accommodation. Employees have the right to report any violation of the Lactation Accommodation policy to the California Labor Commissioner's field enforcement unit.

Accommodations for Victims of Qualifying Acts of Violence

Alera Group will provide reasonable accommodations to employees who are, or whose family members are, a victim of a qualifying act of violence to ensure the employee's safety while at work, provided the accommodation does not create an undue hardship on the Company's business operation or that would violate Alera Group's duty to furnish and maintain a place of employment that is safe and healthful for its employees. In determining whether the accommodation is reasonable, Alera Group will consider the exigent circumstance or danger facing the employee or family member.

Family member means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person (as defined under applicable law).

Qualifying act of violence means any of the following, regardless of whether anyone is arrested, or prosecuted for, or convicted of committing any crime:

- Domestic violence.
- Sexual assault.
- Stalking.
- An act, conduct, or pattern of conduct in which:
 - An individual causes bodily injury or death to another individual.
 - An individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual.
 - An individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or workstation, or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other qualifying act of violence that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence.
- Referral to a victim assistance organization.

Upon receiving a request, the Company will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

Certification

When requesting a reasonable accommodation, you may be asked to provide a written statement signed by you or an individual acting on your behalf, certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your or your family member's status as a victim of domestic violence, sexual assault, stalking, or other qualifying act of violence, such as:

- A police report showing that you or your family member was a victim.
- A court order protecting or separating you or your family member from the perpetrator of the qualifying act of violence, or other evidence from a court or prosecuting attorney that you or your family member has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed healthcare provider, or counselor showing that you or your family member was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence.
- Any other form of documentation that reasonably verifies that a qualifying act of violence occurred.

The Company may require recertification every six months.

If you no longer need an accommodation, you must notify the Company that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Confidentiality

Information related to your request for an accommodation will be maintained as confidential and will not be disclosed except as required by law or as necessary to protect your safety in the workplace. You will be provided notice before any authorized disclosure.

Retaliation

The Company will not discriminate or retaliate against you due to your status, or your family member's status, as a victim or for requesting or obtaining an accommodation in accordance with this policy.

Drug and Alcohol Rehabilitation Accommodation

Alera Group will reasonably accommodate employees who wish to voluntarily participate in an alcohol or drug rehabilitation program, provided that the accommodation will not impose an undue hardship on the Company.

A reasonable accommodation may include unpaid time off. If you have a serious health condition and are otherwise eligible, time off for alcohol and/or drug rehabilitation may also be covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). If so, the Company will request approval and medical certification as it would for FMLA and CFRA leave requests, and the leaves will run concurrently. You may use accrued sick days, if any, for all or part of the time spent in entering or participating in a rehabilitation

program.

The Company may discharge or refuse to hire an individual because of their current use or possession of alcohol and/or drugs in violation of Company policy, because they are unable to perform their duties, or because they cannot perform their duties in a manner that would not endanger their own or another's health and safety.

Requests to participate in a rehabilitation program will be kept confidential. Direct all requests to participate in a rehabilitation program to Human Resources.

The Company will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Wage and Hour Policies

Meal and Rest Periods

Meal and rest periods are intended to provide employees with an opportunity to be away from work, and employees are not permitted to perform any work during meal and rest periods.

Meal Periods

If you are nonexempt and work more than five hours in a workday, you will be provided an unpaid, uninterrupted meal period of at least 30 minutes no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system. If you work fewer than six hours in a work day, you may mutually agree with your Manager to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted meal period of at least 30 minutes no later than the end of your tenth hour of work. Depending on your position, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your Manager to waive the second meal period.

See your Manager for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid, 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10 minutes of uninterrupted rest time for every four hours of work, or major portion of each four hours worked. Accordingly, if you work:

- Less than three and a half hours, you are not entitled to a rest period.
- Three and a half to six hours, you are entitled to a 10-minute rest period.



- Six to 10 hours, you are entitled to two 10-minute rest periods.
- Ten to 14 hours, you are entitled to three 10-minute rest periods.

Rest periods are to be taken in the middle of the four-hour work period when possible. Rest periods should not be combined or added to meal periods or used to start work later or end work early.

Employees in California are generally entitled to one day's rest within a workweek (as defined by the Company) consistent with, and subject to certain exceptions under California law. Alera Group does not encourage employees to forgo their right to a day of rest. If an employee works fewer than six hours in any one day of the workweek, or less than 30 hours in any workweek, they are not entitled to a day of rest under California law.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Manager.

At certain times Alera Group may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Benefits

Accrued Vacation Rollover

Colleagues residing in California may roll over accrued but unused vacation, and are not subject to the 40 hour carryover cap described in the Handbook. Eligible California employees can continue to accrue vacation until they have accrued 1.5 times their annual

accrual. At that point, accrual stops until banked vacation is used, and the employee's vacation balance falls below the maximum accrual cap. For example, if maximum vacation accrual for a year is 15 days (120 hours) for a particular employee, that employee will stop accruing vacation once the employee has 22 banked vacation days (180 hours). Accrual will resume once the employee uses some of the employee's banked vacation so that banked vacation falls below the accrual cap.

Floating holidays

Unused floating holidays may be rolled over into the next calendar year, up to a maximum floating holiday cap of 16 hours. At no time may an employee have more than 16 hours of floating holiday time on the books.

Bone Marrow and Organ Donation Leave

Alera Group will provide employees, who have been employed with the Company for at least 90 days, with a paid leave of absence for the purpose of undergoing a medical procedure to donate an organ or bone marrow. When donating an organ, you may take up to 30 paid business days in any one-year period. When donating bone marrow, you may take up to five paid business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

The Company will also provide employees with an additional unpaid leave of absence of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave will not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

California Family Rights Act (CFRA) Leave

Alera Group provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave:

- You must have been employed for at least 12 months (52 weeks) with the Company prior to beginning CFRA leave; and
- You must have worked for the Company for at least 1,250 hours during the 12-month period immediately before the leave is to start, except as otherwise permitted by law .

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's or a designated person's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Designated person** means any person related to you by blood or whose association to you is the equivalent of a family relationship.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

You may identify your designated person at the time you request CFRA leave.

Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is the 12-month period measured forward from the day CFRA leave began.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid portion of the CFRA leave. You also may elect to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for your own, or for a family member or designated person's serious health condition, a qualifying exigency, or any other reason mutually agreed to between you and the Company.

CFRA leave will run concurrently with other federal/state laws where permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

If you are taking a CFRA leave for the birth, adoption, or foster care placement of a child, you must take leave for a minimum of two weeks, except you may take CFRA leave for bonding purposes for a shorter increment on two occasions. CFRA leave for the birth, adoption or foster care placement of a child with the employee must be concluded within one year of the birth or placement for adoption or foster care.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt Company operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's or designated person's serious health condition, the Company may require you to provide certification from your own or the Company's health care provider.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's or designated person's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes you are needed to care for the family member or designated person.
- A statement that the family member's or designated person's serious health condition requires you to provide care during the period of treatment or supervision.

The Company may require subsequent recertification of your own serious health condition if additional leave is required.

If the Company has reason to doubt the validity of the certification provided, the Company may require, at its own expense, that you obtain a second opinion from a health care provider designated or approved by the Company. If the second opinion differs from the original certification, the Company may again require, at its own expense, that you obtain a third opinion from a different health care provider designated or approved jointly by you and the Company. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your health care provider that you are able to resume work. The Company will not require a fitness-for-duty certification from employees returning from CFRA leave for their own serious health conditions.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave. Employees, however, have no greater right to reinstatement or to other benefits and conditions of employment, including continued leave, than if the employee had been continuously employed during the FMLA/CFRA leave.

Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage for up to 12 weeks at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the Company may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for state-sponsored disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.



To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Alera Group will be notified that you have submitted a disability insurance claim.

Leave Related to Qualifying Acts of Violence

If you or your family member is a victim of a qualifying act of violence, Alera Group will provide you with unpaid leave as set forth below.

Family member means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or an individual related by blood or whose association with the employee is the equivalent of a family relationship,

Qualifying act of violence means any of the following, regardless of whether anyone is arrested, prosecuted for, or convicted of committing any crime:

- Domestic violence
- Sexual assault
- Stalking
- An act, conduct, or pattern of conduct in which an individual:
 - Causes bodily injury or death to another individual;
 - Exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
 - Uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

Reasons for Leave

Leave may be used for the following purposes:

1. To obtain or attempt to obtain any relief for yourself or a family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure your own or your family member's health, safety, or welfare.
2. To seek or obtain medical attention for yourself or a family member for injuries or recovery from injuries caused by a qualifying act of violence.
3. To seek, obtain, or assist a family member in seeking or obtaining services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.

4. To seek, obtain, or assist a family member in seeking or obtaining psychological counseling or mental health services related to an experience of a qualifying act of violence.
5. To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
6. To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
7. To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
8. To seek, obtain, or assist a family member in seeking or obtaining civil or criminal legal services in relation to the qualifying act of violence.
9. To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
10. To seek, obtain, or provide childcare or care to a child or care-dependent adult if the care is necessary to ensure the safety of the child or care-dependent adult as a result of the qualifying act of violence.

Notice

You must provide reasonable notice of your need for leave unless advance notice is not feasible.

Certification

If you must take an unscheduled absence, the Company will not take any action against you if, within a reasonable time after the absence, you provide certification.

Sufficient certification includes any of the following:

- A police report indicating that you or a family member was a victim of a qualifying act of violence.
- A court order protecting or separating you or a family member from the perpetrator of the qualifying act of violence, or other evidence from a court or prosecuting attorney that you or your family member has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, a sexual assault counselor, victim advocate, licensed healthcare provider, or counselor that you or your family member was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence.
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

Leave Use and Interaction with Other Leave

The maximum amount of leave you may take under this policy is 12 weeks. However, if an employee's family member is a victim who is not deceased as a result of a crime and the employee is not a victim, and the employee takes leave to relocate or engage in the process

of securing a new residence for the family member due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare, leave under this policy for that reason may be limited to five days. In addition, if an employee's family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the employer may limit the total leave taken for any of the above listed reasons to ten days.

You may use available paid leave as permissible under applicable law.

Leave under this policy runs concurrently with leave taken pursuant to the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) when permissible under applicable law.

Confidentiality

Information related to your request for leave will be maintained as confidential and will not be disclosed except as required by law.

Military Spouse Leave

Alera Group provides up to 10 days of job-protected, unpaid leave to employees who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify your Manager of your need for leave within two business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);

- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Paid Sick and Safe Leave

Alera Group's core sick leave policy provides paid sick and safe leave to all eligible employees in accordance with California's Healthy Workplaces, Healthy Families Act and all other city-specific legislation.

If a local paid sick leave law provides requirements greater than those required under California law, Alera Group will provide paid sick leave in accordance with applicable local law.

- For example, for California employees working within the geographic confines of the city of San Francisco, 68 hours (8.5 days) of paid sick leave will be frontloaded each calendar year. Unused paid sick leave will carry over at the conclusion of the year but only up to a maximum paid sick leave accrual of 80 hours.
- For nonexempt employees working within the geographic confines of the city of Los Angeles, the seven days of frontloaded paid sick leave under Alera's Paid Sick Leave policy may be carried over at the conclusion of the year, up to a maximum paid sick leave accrual balance of 80 hours.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, Alera Group will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that

prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to eligible individuals. Speak with your Manager about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to



provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, contact Human Resources to confirm the required paperwork.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available FTO/vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Temporary Transfer and Other Accommodations

If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated by the Company. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Certification of PDL or Advisability of Transfer

When requesting PDL or to temporarily transfer, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. The certification should include:

- the date on which the employee became disabled due to pregnancy or the date of the need for transfer;
- the probable duration of the period(s) of disability or transfer;
- a statement that, due to the disability, the employee is either unable to work at all or unable to perform any one or more of the essential functions of their position without undue risk to themselves or to other persons, or a statement that, due to your

pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable

Failure to provide certification may result in leave being delayed, denied, or revoked.

Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Company may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits in accordance with California law. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment consistent with applicable law.

Reproductive Loss Leave

Alera Group will provide eligible employees up to five days of unpaid reproductive loss leave in accordance with the California Fair Employment and Housing Act.

Eligibility

To be eligible for reproductive loss leave, you must:

- Be employed by the Company for at least 30 days prior to the start of leave.
- Experience a qualifying reproductive loss event.

Reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Reasons for Leave

Reproductive loss events include:

- A **failed adoption**, which means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. To be a qualifying event, you must be a person who would have been a parent of the adoptee if the adoption had been completed.
- A **failed surrogacy**, which means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. To be a qualifying event, you must be a person who would have been a parent of a child born as a result of the surrogacy.
- A **miscarriage**. To be a qualifying event, the miscarriage must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- A **stillbirth**. To be a qualifying event, the stillbirth must result from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- An **unsuccessful assisted reproduction**, which means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. To be a qualifying event, the unsuccessful assisted reproduction event must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.

Use of Leave

Eligible employees will be provided up to five days of unpaid leave for a reproductive loss event. The five days of leave do not have to be taken consecutively.

Leave must be completed within three months of the event entitling you to leave. If you experience more than one reproductive loss event within a 12-month period, the maximum amount of reproductive loss leave you can take in a 12-month period is 20 days.

You may elect to use any accrued vacation time or other paid time off that you are eligible to take during the otherwise unpaid reproductive loss leave.

Reproductive loss leave will run concurrently with any other leave entitlement when permissible under applicable law.

Notice

Provide notice of your need for reproductive loss leave as soon as practical.

All information received by the Company regarding your request for reproductive loss leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

School Disciplinary Leave

Alera Group will provide eligible employees with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in



the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

All employees who are the parent or guardian of a student are eligible for school disciplinary leave.

You must provide documentation from the school of your need to take school disciplinary leave.

School and Childcare-Related Activities Leave

Alera Group will provide employees, who have one or more children that are of the age to attend a licensed childcare provider, kindergarten, or grades 1 through 12, with up to 40 hours of leave per year to participate in the following:

- Finding, enrolling, or re-enrolling the child in a school or with a licensed childcare provider;
- Participating in school or childcare-related activities; or
- Addressing a childcare provider or school emergency.

To be eligible for leave, you must be a parent, guardian, step-parent, foster parent, grandparent, or a person who stands in the place of a parent (in loco parentis) to a child.

The 40 hours of leave is limited to eight hours in any calendar month, with the exception of school or childcare provider emergencies.

A school or child care provider emergency means that an employee's child cannot remain in a school or with a child care provider due to: the school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; behavioral or discipline problems; closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or a natural disaster.

If you wish to take leave to enroll a child in school or with a childcare provider or to participate in a school or childcare-related activity, you must provide reasonable advance notice to your Manager. If you need to take leave to address a childcare provider or school emergency, you must provide notice to your Manager as soon as practicable. You may be required to provide documentation from the school or childcare provider verifying that you participated in the school or childcare activity.

If both parents of a child work for the Company, only one parent – the first to provide notice – may take the time off, unless the Company approves both parents taking time off simultaneously.

You may use available accrued vacation time or flexible time off for this leave.



San Francisco Military Leave Pay Protection

Alera Group provides supplemental compensation to eligible San Francisco employees in accordance with the San Francisco Private Sector Military Leave Pay Protection Act (MLPPA).

Eligibility

All employees who are members of the reserve corps of the United States Armed Forces, National Guard, or other uniformed service organization of the United States, who work within the geographic boundaries of the City and County of San Francisco, are eligible for supplemental compensation.

Supplemental Compensation

If eligible, the Company will provide you supplemental compensation while you are on military duty for up to 30 days in a calendar year.

Supplemental compensation is the difference between your gross military pay and the amount of pay you would have received from the Company had you worked your regular work schedule, excluding overtime, unless it is regularly scheduled as part of your regular work schedule. Leave for military duty with supplemental compensation may be taken in daily increments for one or more days at a time.

Military duty means active military service in response to the September 11, 2001, terrorist attacks, international terrorism, the conflict in Iraq, or related extraordinary circumstances; military service to provide medical or logistical support to federal, state, or local government responses to the COVID-19 pandemic or natural disasters; or engagement in military duty ordered for the purposes of military training, drills, encampment, naval cruises, special exercises, Emergency State Active Duty, or like activity.

In order to provide the correct amount of supplemental compensation, the Company may request that you provide certain documentation to confirm the pay you will receive/have received on military leave.

Notice

If your need for supplemental compensation is foreseeable (such as scheduled trainings), you must make a good faith effort to provide advance notice. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Failure to Return

If you received supplemental compensation and are fit for employment upon release from military duty, but do not return to work within 60 days of release from military duty, the supplemental compensation will be treated as a loan, repayable in installments under the terms of the MLPPA.

San Francisco Paid Parental Leave

As set forth in the Handbook in the Paid Family Leave policy, Alera Group provides up to 12 weeks of paid family leave to eligible employees; when state-sponsored benefits are available, Alera Group's Paid Family Leave policy supplements those state-sponsored benefits.

For eligible employees working within the geographic confines of the city of San Francisco, who may or may not be eligible for Alera Group's Paid Family Leave policy benefits, Alera Group complies with the San Francisco Paid Parental Leave Ordinance (SF PPLO), by providing up to eight weeks of supplemental compensation to employees who are receiving California Paid Family Leave (CA PFL) benefits to bond with a new baby, adopted child, or foster child. If a San-Francisco-based employee is eligible for Alera Group's Paid Family Leave benefits, they are not eligible for additional benefits under this policy. In other words, Paid Family Leave benefits and SF PPLO benefits, run concurrently.

Eligibility

To be eligible for SF PPLO benefits, you must:

- Be receiving CA PFL benefits to bond with your new child;
- Have worked for the Company for at least 180 days before CA PFL begins;
- Work at least eight hours per week within the geographical boundaries of San Francisco; and
- Work at least 40% of your total hours within the geographical boundaries of San Francisco.

Amount

Supplemental compensation is the difference between your normal gross weekly wage and the CA PFL benefit amount (up to a maximum cap).

If you contribute to the cost of your health insurance premiums or retirement benefits, the Company may deduct those contributions from your supplemental compensation payment.

Unused Vacation Leave

The Company may request your agreement to apply up to two weeks of accrued, unused vacation leave toward covering the amount of supplemental compensation. If you do not agree, the Company is not required to pay any supplemental compensation pursuant to the SF PPLO. Sick time will not be applied toward covering the cost of supplemental compensation.

Applying for Benefits

To receive SF PPLO benefits, you must do the following:

1. Apply for CA PFL benefits for new child bonding through the California Employment Development Department (EDD).

2. Complete the SF Paid Parental Leave Form (SF PPL Form).
3. Submit the SF PPL Form and EDD Notice of Computation to the Company. You will receive this notice from the EDD, which will include your weekly benefit amount after you apply for CA PFL.
4. If requested, provide the Company with the EDD Notice of Payment (provided to you by the EDD).

For additional information on the SF PPLO or how to apply for benefits, contact Human Resources or the San Francisco Office of Labor Standards Enforcement (OLSE) at:

- Email: pplo@sfgov.org
- Phone: (415) 554-4190
- Online: <http://sfgov.org/pplo>

San Francisco Family Friendly Workplace Policy

Alera Group complies with the San Francisco Family Friendly Workplace Ordinance ("FFWO"). Pursuant to the FFWO, eligible employees who work in the geographical confines of the city of San Francisco, may request a "flexible or predictable working arrangement" required to assist with caregiving responsibilities for: 1) a child under age 18 for whom the employee has assumed parental responsibility (including a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis to that child); 2) a person who is age 65 or older and in a family relationship with the employee; or 3) a person with a "serious health condition" in a "family relationship" with the employee (including persons to whom the employee is related by blood, legal custody, marriage, or domestic partnerships, as a spouse, domestic partner, child, parent, sibling, grandchild or grandparent).

Eligible employees are those who: 1) have been employed by Alera Group for six months or more; 2) are employed in San Francisco or teleworking and assigned to a San Francisco office; and 3) regularly work at least eight hours per week.

Requests for a flexible or predictable working arrangement must be in writing and submitted to Human Resources. Requests must be submitted on Alera Group's Flexible or Predictable Working Arrangement Request Form. Requests should be submitted well in advance of the date the employee is requesting to have the change take effect. Upon receiving the written request for a flexible or predictable working arrangement, Alera Group will respond to the request within 21 days. Alera Group may require verification of caregiving responsibilities. Alera Group will consider requests in compliance with the FFWO and may deny requests if able to demonstrate undue hardship. Alera Group will provide a written response that includes an explanation for the denial and notifies the employee of their right to request reconsideration within 30 days and file a complaint with OLSE. Upon receiving a request for reconsideration, Alera Group will arrange a meeting with the employee to discuss the request within 21 days. Alera Group will send a final written decision to you within 14 days after the meeting. The FFWO does not guarantee employees a specific outcome.



Alera Group will not retaliate against any employee for requesting a flexible or predictable working arrangement under the FFWO, for exercising any right under the FFWO, or based on the employee’s caregiver status. Nothing in this policy or the FFWO creates a right to be paid when Alera Group does not have sufficient work for the employee. Furthermore, time off under this policy (including, but not limited to, a part-time schedule or other reduced work schedule) may run concurrently with leaves of absence or other time off for which the employee is eligible, as permitted by law.

For more information, please contact Human Resources.

California Workplace Safety

It is the responsibility of all Alera Group employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company’s health and safety rules. Employees who report health or safety hazards will not be retaliated against in any manner, but the failure to do so may result in disciplinary action, up to and including termination of employment. Alera Group also requires that all occupational illnesses or injuries be reported to Human Resources as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

California Employee Privacy Notice

In accordance with the California Consumer Privacy Act (“CCPA”), the Company is required to provide its employees who are California residents (hereinafter “employee” or “employees”) a notice that identifies the categories of personal information that may be collected and why the Company collects such information. This Policy also applies to Personal Information about other individuals that you provide to Alera Group in connection with the Company’s administration of your role, such as Personal Information about your emergency contacts or, if applicable, beneficiaries of your employee benefits (collectively, “Related Individuals”). Generally, the Company collects and uses employee personal information, including sensitive personal information, for human resources, employment, benefits administration, health and safety, and business-related purposes as further described below.

The Effective Date of this California Employee Privacy Notice (“Notice”) is January 1, 2024.

Generally, we will not sell, share or disclose employee personal information, including any sensitive personal information to third parties. However, we may disclose your personal information to our service providers who are under an obligation to keep your information confidential. We retain each category of information in accordance with applicable laws.

The table below describes our practices within the last twelve months. The first column describes the categories of personal information we may collect about you. The second column describes the source of that information. The third column describes the processing purposes that are applicable to each category of personal information.

Personal Information Category	Source	Business Purpose
Identifiers, such as an employee's name, alias, postal address, unique personal identifier, online identifier, IP address, email, account name, Social Security Number, driver's license number, passport number or other similar identifiers. In this context, a "unique personal identifier" means a persistent identifier that can be used to recognize an employee, or a device that is linked to an employee, over time and across different services, including, but not limited to, a device identifier; an Internet Protocol address; cookies, beacons, pixel tags, or similar technology; unique pseudonym, or user alias; telephone numbers, or other forms of persistent or probabilistic identifiers that can be used to identify an employee or a device linked to an employee.	Directly from employee	- Conduct employee onboarding - Maintain and administer payroll, including, for example, salary administration, payroll management, payment of expenses, to administer other compensation related payments, including assigning amounts of any bonus payments - Maintain and administer employee benefits, such as medical, dental, optical, commuter, and retirement benefits, including enrollment and claims handling, recording and processing eligibility of dependents, absence and leave monitoring, insurance and accident management - Maintain personnel records and complying with record retention requirements - Provide employees with human resources management services and employee data maintenance and support services, administration of separation of employment, approvals and authorization procedures, administration and handling of employee claims, and travel administration - Maintain employee contact information, including to communicate with employees and their emergency contacts and plan beneficiaries - Monitor eligibility to work in the United States - Conduct healthcare-related services, including conducting any pre-employment and employment related medical screenings, including for return-to-work processes and medical case management needs, determining medical suitability for particular tasks, identifying health needs of employees to plan and provide appropriate service including the operation of sickness policies and procedures - Conduct performance-related reviews, including performance appraisals, career planning, skills monitoring, job movements, promotions, and restructuring - Maintain work-related licenses and credentials including provisioning software licenses for use in the course of an employee's work-related responsibilities, ensuring compliance, training, examination and other requirements are met with applicable governing or regulatory bodies - Ensure a safe and efficient work environment, which includes the Company's actions relating to disciplinary actions and code of conduct processes and investigations - Facilitate a better working environment, including conducting surveys, keeping management informed about work issues, and conducting training - Maintain security of the Company's property, including information systems, communication systems, electronic devices, network, data and infrastructure, including maintenance of such systems and infrastructure, management of

		software and hardware assets, system testing, training, and security monitoring ▪ Comply with applicable state and federal labor, employment, tax benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws ▪ Ensure employee productivity and adherence to Company policies ▪ Conduct internal audits and investigate complaints, grievances, and suspected violations of Company policy ▪ Respond to law enforcement requests and as required by applicable law or court order ▪ Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
California Customer Records employment and personal information, such as your name, signature, Social Security Number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, current employment, employment history, membership in professional organizations, licenses and certifications, bank account number, credit card number, debit card number, or any other financial, medical or health insurance information.	Directly from employee From prior employers or applicable organizations for licenses and certification information	▪ Same purposes as for Identifiers category above
Protected classification characteristics under California or federal law, such as age (40 years or older), race, color, ancestry, national origin, citizenship, religion or creed, marital status, medical condition, physical or mental disability, sex (including gender, gender identity, gender expression, pregnancy or childbirth and related medical conditions), sexual orientation, reproductive health decision making, military and veteran status, or genetic information (including familial genetic information).	Directly from employee	▪ Comply with federal and state equal employment opportunity laws ▪ Design, implement, and promote the Company's diversity and inclusion programs ▪ Perform workforce analytics, data analytics, and benchmarking ▪ Conduct internal audits, grievances, and suspected violations of Company policy ▪ Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
Commercial information, such as records of personal property, products or services purchased, obtained or considered, or other purchasing or consuming histories transaction information, purchase history, and financial details.	Directly from employee	▪ Maintain and administer employee benefits, such as medical, dental, optical, commuter, and retirement benefits, including enrollment and claims handling, recording and processing eligibility of dependents, absence and leave monitoring, insurance and accident management

Biometric information , such as facial recognition, fingerprints, iris or retina scans, keystroke, or other physical patterns, and certain wellness metrics to establish an employee's identity.	Directly from employee	▪ Fingerprinting for a criminal background check on selected senior and financial positions ▪ Possible secure entry into buildings
Internet or other electronic network activity information , including all activity on the Company's information systems (such as internet browsing history, search history, intranet activity, application access location and information regarding an employee's interaction with an internet website, application or advertisement, time and geolocation data related to use of an internet website, application or physical access to a Company office location;	Directly from employee's use of Company systems	▪ Facilitate the efficient and secure use of Company information systems ▪ Ensure compliance with Company information systems policies and procedures. ▪ Comply with applicable state and federal laws ▪ Prevent unauthorized access to, use, or disclosure or removal of the Company's property, records, data, and information ▪ Enhance employee productivity ▪ Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy ▪ Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
Geolocation data , such as the time and physical location related to use of an internet website, application, or device.	Directly from employee or the employee's use of Company systems	▪ As required by any applications for use of email and other Company information on cellular phones or any other electronic devices ▪ Facilitate the efficient and secure use of Company information systems ▪ Enhance employee productivity ▪ Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy ▪ Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
Sensory data , such as COVID-19 related temperature checks and call monitoring and video surveillance.	Directly from employee or the Company's systems	▪ Comply with applicable state and federal laws, including on workplace health and safety ▪ Prevent unauthorized access, use, or loss of the Company property ▪ Improve customer service ▪ Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
Professional or employment-related information , such as job related data, maintained as part of the employment relationship that is present in: a job application or resume, school records, an employment contract, a contractor agreement, a performance review, a disciplinary record, photos, biometric data including imagery of your fingerprint, face and voice recordings, information from employee expenses, browsing and	Directly from employee	▪ Record of recruiting process including verifying eligibility and background checks, onboarding, and ongoing evaluation of an employee's appropriateness for promotion or transfer to a new position at the Company ▪ Design and administer employee benefit plans and programs, including for leaves of absence ▪ Maintain personnel records and comply with record retention requirements ▪ Communicate with employees and their emergency contacts and plan beneficiaries

search history, payroll and other compensation data, benefits related data, health data concerning employee and family members, leave of absence information, internal and external contact information, licenses or other job credentials or skills, academic and professional records and qualifications, references, and interview notes, background check, and work authorization.		- Comply with applicable state and federal labor, employment, tax, benefits, workers' compensation, disability, equal employment opportunity, workplace safety, and related laws - Prevent unauthorized access to or use of the Company's property, including its information systems, electronic devices, network, and data - Ensure employee productivity and adherence to the Company policies - Conduct internal audits and investigate complaints, grievances, and suspected violations of the Company policy - Evaluate and provide useful feedback about job performance, facilitate better working relationships, and for employee professional development - Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
Non-public education information (per the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g, 34 C.F.R. Part 99)).	Directly from employee or through third-party educational institution	Record of recruiting process including verifying eligibility and background checks, onboarding, and ongoing evaluation of an employee's appropriateness for promotion or transfer to a new position at the Company
Inferences drawn from other personal information to create a profile or summary of an employee reflecting the employee's characteristics, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes.	Directly from employee	- Engage in human capital analytics, including to identify correlations about individuals and job success, analyze data to improve retention and productivity, and analyze employee preferences to inform human resources policies and procedures - Predictive index assessments

Sensitive personal information is a subtype of personal information under the CCPA consisting of specific information categories. While we collect information that falls within the sensitive personal information categories listed in the table below, the CCPA does not treat this information as sensitive because we do not collect or use it to infer characteristics about a person.

Sensitive Personal Information Category	Source	Business Purpose
Identifiers , such as your Social Security number, driver's license, state identification card, or passport number	Directly from employee	Same purposes as described for Identifiers above
Account access credentials , such as an employee's account log-in, financial account, debit card or credit card number in combination with any required security or access code, password, or credentials allowing access to an account	Directly from employee through access to accounts on the Company systems	- Provide employees with human resources management services, business expense reimbursement, and employee data maintenance and support services - Prevent unauthorized access to or use of the Company information systems, electronic devices, network, and data

Precise geolocation	Directly from employee or the employee's use of Company systems	- As required by any applications for use of email and other Company information on cellular phones or any other electronic devices - Facilitate the efficient and secure use of Company information systems - Enhance employee productivity - Conduct internal audits and investigate complaints, grievances, and suspected violations of Firm policy - Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents
Racial or ethnic origin	Directly from employee	- Comply with federal and state equal employment opportunity laws - Design, implement, and promote the Company's diversity and inclusion programs - Perform workforce analytics, data analytics, and benchmarking - Conduct internal audits and investigate complaints, grievances, and suspected violations of Company policy
Citizenship or immigration information	Directly from employee	- Comply with federal and state equal employment opportunity laws - Verify employment eligibility
Religious or philosophical beliefs	Directly from employee	- Review and process religious reasonable accommodation requests - Exercise or defend the legal rights the Company and its employees, customers, contractors and agents
Union membership	Not applicable	Not applicable
Contents of an employee's mail, email, and text messages contents not directed to the Company	Directly from the employee and/or through access of the Company's systems	- Conduct internal audits and investigate complaints, grievances, and suspected violations of the Company policy - Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
Genetic data	Not applicable	Not applicable
Unique identifying biometric information	Directly from employee	- Fingerprinting for a criminal background check on limited senior management and financial positions after an initial offer of employment is made. - Exercise or defend the legal rights of the Company and its employees, customers, contractors, and agents
Health information , including job restrictions and workplace illness and injury information	Directly from employee	- Investigate and process workers' compensation claims - Process health insurance claims - Conduct and process employment testing

		▪ Ensure equal access HR related programs and policies
Information related to sexual or reproductive health	Directly from employee in limited circumstances	▪ Process health insurance claims ▪ Ensure equal access to retirement programs and fertility planning by same sex spouses ▪ Ensure equal family leave policies and insurance for transgender surgeries

Use or Disclosure of Personal Information

We may disclose Personal Information to our "Service Providers", to our "Contractors", and to "third parties" (each as defined by the CCPA) for Business Purposes. "Service Providers" and "Contractors" are third parties that process Personal Information that we provide or make available in connection with a written contract that includes certain CCPA-required restrictions, such as prohibiting the sale of Personal Information or disclosing Personal Information other than as permitted in our contract with the Service Provider. A "Third Party" is a third party that receives Personal Information from us for any other purpose.

When we disclose Personal Information for Business Purposes, we enter into an agreement with the receiving party that describes the purpose for sharing the Personal Information, and that requires the receiving party to keep that Personal Information confidential. In the case of disclosures to our Service Providers, our Service Providers are obligated not to use the Personal Information for any purpose other than performing the services according to their agreement with us. In the case of our Contractors, our Contractors are obligated not to use the Personal Information for any purpose unrelated to the Business Purpose for which we've engaged them.

We may disclose your Personal Information with the following categories of entities:

Categories of Personal Information	Business Purpose	Types of Recipients
Name, address, social security number of You and your spouse/domestic partners and any dependents; birth date; medical condition; compensation information;	Provision and administration of health insurance, leave benefits and retirement plans	Health, disability and leave insurers and/or administrators, third-party providers handling the Company's 401(k) plans,
Name, address, social security number, compensation information	Payroll and tax compliance and reporting	Payroll provider, federal, state and local tax authorities
Employment-related data, including compensation	Compliance with subpoenas and/or government requests	Governmental agencies such as the Employment

information, contact information, as applicable, such as name or address, racial or ethnic origin and/or gender, religious or philosophical beliefs, and any other status protected by applicable anti-discrimination laws; performance evaluations; discipline; or compliance with applicable training, mandated continuing education or licensing requirements.	for information or mandated reporting; and/or in connection with litigation discovery or orders or agency investigations or proceedings; compensation reviews, and/or in response to reference requests or requests for verification of employment data by businesses such as mortgage loan providers.	Development Department, the California Civil Rights Department, the Equal Employment Opportunity Commission, the Department of Labor, the Department of Industrial Relations; and in the context of litigation or arbitration, as required by law to parties to pending or active litigation and/or to their attorneys.
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Sales and Sharing of Personal Information

Definitions: "Sell," "Selling," or "Sold" means selling, renting, releasing, disclosing, disseminating, making available, transferring, or otherwise communicating orally, in writing, or by electronic or other means, Personal Information to another business or a third party for monetary or other valuable consideration.

"Share," "Sharing," or "Shared" means sharing, renting, releasing, disclosing, disseminating, making available, transferring, or otherwise communicating orally, in writing, or by electronic or other means, Personal Information to a third party for Cross-context Behavioral Advertising, whether or not for monetary or other valuable consideration.

"Cross-context Behavioral Advertising" means the targeting of advertising to an individual based on that individual's Personal Information obtained from activity across businesses or distinctly-branded websites, applications, or services, other than the business or distinctly-branded website, application, or service with which the individual intentionally interacts.

Generally, we will not sell or share employee personal information, including any sensitive personal information, to third parties.

Retention and Deletion of Personal Information

We retain each category of Personal Information for as long as it is reasonably necessary for one or more Business Purposes.

However, due to the nature of the Personal Information we collect and the Business Purposes for which it is received, it is not possible to predict the length of time that we intend to retain your Personal Information. Instead, we use the following criteria to determine whether it remains reasonably necessary to retain Personal Information:

- the initial Business Purposes for which the Personal Information was collected or a subsequent Business Purposes in accordance with the CCPA;

- whether there is a retention period required by applicable contracts with third parties, professional rules of conduct, or applicable law or regulation;
- the existence of threatened or actual litigation for which the Company is required to preserve Personal Information; or
- the generally accepted best practices of the legal industry or of the applicable affiliate of the Company receiving Personal Information.

When we determine that it is no longer reasonably necessary to retain your Personal Information for one or more disclosed Business Purpose(s) based on the above criteria, we will delete your Personal Information.

Privacy Rights

As an employee, you have the following rights regarding our collection and use of your personal information, subject to certain exceptions:

Right to Know - Categories Request

You have the right to request, twice in a 12-month period, that Alera disclose the following information about the personal information we have collected about you during the past 12 months:

- The categories of personal information we collected about you.
- The categories of sources from which we collected the personal information.
- Our business or commercial purpose for which we collected, sold, or shared the personal information.
- The categories of third parties with whom we sold or shared the personal information, by category or categories of personal information for each category of third parties to whom the personal information was sold or shared.
- The categories of personal information about you that we disclosed for a business purpose, and the categories of persons to whom we disclosed that information for a business purpose.

Right to Know - Specific Pieces

You have the right to request a transportable copy of the specific pieces of personal information we collected about you in the 12-month period preceding your request. Please note that personal information is retained by us for various time periods, so there may be certain information that we have collected about you that we do not retain for a 12-month period and thus, it would not be able to be included in our response to you. Also, under your applicable state's law, you may be limited to a certain number of "right to know" requests in any 12-month period.

Right to Delete

You have the right to request that Alera delete certain personal information that we collected from you. Please understand that we cannot delete personal information in those situations where our retention is required for our own internal business purposes or otherwise permitted by relevant U.S. privacy laws (such as fraud prevention or legal compliance). When



we receive and confirm your verifiable consumer request, we will delete your personal information from our records, unless an exception applies.

Right to Correct Information

You have the right to request that we correct any inaccuracies that you find in your personal information maintained by us. Once we receive and confirm your verifiable consumer request, we will use commercially reasonable efforts to correct any inaccurate information and we will instruct our service providers or any contractors to correct such information. We will also inform you whether or not we have complied with your request, including any basis for denial of the request.

Exercising Your Rights

To exercise your rights as described above, please submit a verifiable consumer request to us by either:

- Calling: 866-226-8343
- Email to our Chief Privacy Officer: Peter.Marathas@aleragroup.com with the subject line "Privacy Request."

Only you, or a person registered with the appropriate governmental authority that you authorize to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child. If you submit a request on behalf of another person, we may require proof of authorization and verification of identity directly from the person for whom you are submitting a request.

To help protect your privacy and maintain security, we take steps to verify your identity before granting you access to your personal information or considering your deletion or correction request. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative, which may include name, address, employee ID no., last four digits of SSN, email sent from your authenticated employee account.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

We will only use personal information provided in a verifiable consumer request to verify your identity or authority to make the request.

Response Timing

We will confirm receipt of your request within ten (10) business days. If you do not receive confirmation within the 10-day timeframe, please contact us using the information provided in **Help** below.



We endeavor to respond to a verifiable consumer within 45 days of its receipt. If we require more time (up to 45 days), we will inform you of the reason and extension period.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

Non-Discrimination

We will not discriminate against you for exercising any of your rights under the California Consumer Privacy Act ("CCPA").

Changes to the Privacy Notice

Alera Group reserves the right to change this Notice. If we decide to make changes, we will post the updated notice on our website so you are always aware of what information we collect, how we use it, and how we disclose it. The date this Notice was last revised is identified at the top of the page. We encourage you to review our Privacy Notice to stay informed. Where required by applicable data protection laws, we will notify you of any material changes to this Notice and obtain your consent, if required.

Help

If you need help with or have questions regarding this Notice, please contact us at 866-226-8343 or email us at Peter.Marathas@aleragroup.com with the subject line "Privacy Request."

You may also contact us by regular mail addressed to:

3 Parkway North
Suite 500
Deerfield, IL 60015
Attn: Chief Privacy Officer

Colorado Policies

Colorado Overtime & Minimum Pay Standards (COMPS) Order Notice

The Company is required to provide you with a copy of the latest Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster with this handbook. A copy of the latest COMPS Order poster is included at the end of this section.

Paid Time Off Rollover

Colleagues residing in Colorado may roll over all of their accrued, unused vacation leave, rather than the 40 hours stated in the core policy. However, the accrual cap outlined in the core policy continues to apply.

Meal and Rest Periods

In Colorado, employees are entitled to an uninterrupted and duty-free unpaid 30-minute meal period for all shifts exceeding five consecutive hours. If practical, these meal periods will be at least one hour after the start and one hour before the end of the shift. If this is not possible or is impractical, you will be permitted to consume an "on duty" meal while performing your work duties, and this meal period will be paid.

Additionally, you are entitled to a paid 10-minute rest period for each four hours of work, or major fraction thereof, as follows:

Periods Required	Number of rest breaks
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

Rest periods must be in the middle of each four-hour work period, unless it is impractical. It is not necessary that you leave Company property for a rest period. Rest periods will be 10 minutes unless otherwise provided by applicable law.

Required rest periods are "time worked" for the purposes of calculating minimum wage and overtime obligations.

Overtime

For non-exempt colleagues, overtime pay of one and one-half times your regular rate of pay is paid for hours worked in excess of 40 hours in a workweek, 12 hours per workday, and 12

consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Domestic Violence Leave

Alera Group will provide employees who are victims of domestic violence, including sexual abuse, stalking, sexual assault, or any other crime including an act found by a court to be domestic violence, up to three days of unpaid leave time within a 12-month period (although available paid sick leave may be used).

Eligibility

You must have been employed with the Company for 12 or more months to be eligible for this leave.

Use of Leave

You may use leave available under this policy to:

- Seek a civil protection order to prevent domestic abuse.
- Obtain medical care and/or medical health counseling for yourself or your children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, sexual assault, or other crime involving domestic violence.
- Make your home secure from the perpetrator of the crime or seek new housing to escape the perpetrator.
- Seek legal assistance to address issues arising from the crime and attend and prepare for court-related proceedings arising from the act or crime.

Notice

Except in a case of imminent danger, if you are seeking leave from work under this policy you must provide the Company with advance notice of the leave. In addition, the Company may require you to provide documentation verifying the need for the leave. Confidentiality of the situation will be maintained to the extent possible.

Emergency Volunteer Service Leave

If you are a qualified volunteer called into service by a volunteer organization in response to a disaster, Alera Group will provide you up to 15 workdays of unpaid leave in any calendar year to serve. This leave is not available to temporary employees. This leave will not affect your rights to vacation, sick leave, bonus, advancement, or other employment benefits.

You must provide proof that you are a qualified volunteer prior to taking leave and must return to work as soon as possible after being relieved from emergency volunteer services. You will be returned to your previous position or to a similar position.



The Company is not required to provide this leave to you if you are designated as essential, meaning:

- You are considered essential to the Company's daily operations.
- Your absence would likely cause the Company to suffer economic injury.
- Your duties include assisting in disaster recovery for the Company.

The Company is not required to provide leave to more than 20 percent of employees on any workday. Under these circumstances, otherwise eligible employees may be denied leave.

Paid Family and Medical Leave Insurance

Colorado's Family and Medical Leave Insurance (FAMLI) program provides eligible employees with paid leave to care for themselves or their family members under certain circumstances. PFML benefits are provided through a private plan, administered by Alera Group's insurance partner. The program is funded according to state regulations.

Eligibility

To be eligible for FAMLI leave, you must have earned at least \$2,500 in wages in Colorado over the previous year.

Reasons for Leave

FAMLI leave can be taken for the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth).
- The adoption or foster care placement of a child with you and to care for that child (leave must be completed within one year of the child's placement).
- To care for a family member with a serious health condition.
- To care for your own serious health condition.
- A qualifying exigency of a family member who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).
- To obtain safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.

Family member means:

- Regardless of age, your biological, adopted, or foster child, stepchild or legal ward, a child of your domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of you or your spouse or domestic partner, or a person who stood in loco parentis to you or your spouse or domestic partner when you or they were a minor child;

- A person to whom you are legally married under the laws of any state, or your domestic partner;
- A grandparent, grandchild, or sibling (whether a biological, foster, adoptive, or step relationship) of you or your spouse or domestic partner; or
- Any other individual with whom you have a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

Leave Usage

If eligible, you may take up to 12 weeks of FMLI leave per year. If you have a serious health condition caused by pregnancy or childbirth complications, you may be eligible to take up to an additional four weeks, for a total of 16 weeks.

Leave may be taken continuously, intermittently, or in the form of a reduced schedule.

FAMLI leave will run concurrently with other leave when permissible under applicable law.

You may choose, but are not required, to use sick leave or other paid time off before using FAMLI leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Notice

If leave is foreseeable, you must provide at least 30 days' notice. If leave is unforeseeable, you must provide notice as soon as practical.

Applying for Leave

To file a claim for benefits, reach out to Alera Group's insurance partner or speak with your Manager or Human Resources. You have up to 30 days after leave has started to apply.

Compensation

FAMLI leave benefits will be paid at a rate based on your average weekly wage. You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

Continuation of Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed. You will be responsible for paying your share of the cost of health benefits as required prior to beginning leave.

Restoration

If you worked for the Company for at least 180 days prior to taking leave, you will be restored to your previous position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Paid Public Health Emergency Leave

During a declared public health emergency, in addition to the paid sick leave provided under the Colorado Paid Sick Leave Policy, Alera Group will also provide employees with paid public health emergency leave (supplemental paid sick leave) in accordance with the Colorado Healthy Families and Workplaces Act. For purposes of this policy, **public health emergency** means:

- An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent for which 1) an emergency is declared by a federal, state, or local public health agency; or 2) a disaster emergency is declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Public health emergency leave may be used for the following reasons:

1. To self-isolate due to either being diagnosed with or having symptoms of a communicable illness that is the cause of a public health emergency;
2. To seek diagnosis, treatment, or care (including preventive care) of such illness;
3. Exclusion from work by a government health official or by your employer due to your exposure to, or symptoms of, such illness;
4. Inability to work due to a health condition that may increase your susceptibility or risk of such illness; or
5. To care for a child or other family member who is in category 1, 2, or 3 above, or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Public health emergency leave will be provided, as needed, in addition to any paid sick leave that you have already accrued. If you normally work 40 or more hours in a week, you will be provided with enough public health emergency leave to ensure that you are able to take 80 hours of leave during a public health emergency. If you work fewer than 40 hours per week, you will be provided with enough public health emergency leave to ensure that you are able to take leave equal to the amount of time that you are scheduled to work in a 14-day period or the amount of time you actually work on average in a 14-day period—whichever is greater.

You may use any public health emergency leave that is provided under this policy before using any paid sick leave that you had prior to the public health emergency.

Public health emergency leave expires four weeks after the official termination or suspension of the public health emergency. During a public health emergency, you will continue to accrue paid sick leave as outlined in the Colorado Paid Sick Leave Policy.



You must provide notice of your need for public health emergency leave as soon as practical if your need for leave is foreseeable and the Company is not closed. If the need for leave is unforeseeable, provide notice as soon as possible.

You will not be required to provide any documentation for public health emergency leave.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with the Colorado Healthy Families and Workplaces Act.

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version released by each December

Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable: [ColoradoLaborLaw.gov](https://coloradolaborlaw.gov) lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed to do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employee) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105, not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks — but not just off-duty time on premises
- Travel for employer benefit — but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site — but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ⅓ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-316-6441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)

For all laws,
guidance, &
complaints:



Spanish
guidance &
complaints:



This notice
in other
languages:



Connecticut Policies

Connecticut Family and Medical Leave (CTFMLA)

Alera Group provides eligible employees up to 12 weeks of unpaid job-protected leave in any 12-month period for certain specified reasons.

Eligibility

To be eligible for CTFMLA leave, you must have been employed by the Company for the three months immediately preceding your request for leave.

Qualifying Reasons for Leave

CTFMLA leave may be taken for any of the following reasons:

- Your own serious health condition.
- The birth of your child.
- The placement of a child for adoption or foster care.
- To care for a family member with a serious health condition.
- To serve as an organ or bone marrow donor.
- Because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

Family member means your spouse, child, parent, sibling, grandparent, grandchild, or any individual related to you by blood or affinity whose close association with you is equivalent to a family relationship.

Duration of Leave

You may take up to 12 weeks of job-protected leave within a 12-month period. For purposes of this policy, the Company uses a 12-month period based on any 12-month period measured forward from the first day of leave.

If you and your spouse are both employed by the Company, your combined CTFMLA leave may not exceed 12 weeks during a 12-month period if leave is taken for:

- The birth or adoption of your child;
- The placement of a foster child; or
- The care of a family member with a serious health condition.

Military Family Leave

The Company also provides employees up to 26 weeks of CTFMLA leave within a 12-month period if they have a spouse, child, parent, or next of kin who is a member of the armed forces and is undergoing medical treatment, recuperation, or therapy, or is on the temporary

disability retired list for a serious injury or illness that occurred in the line of duty.

If you and your spouse are both employed by the Company, your combined CTFMLA leave may not exceed 26 weeks during a 12-month period if leave is taken to care for a member of the armed forces.

Military family leave is calculated from the first day you take leave.

Intermittent Leave

If determined to be medically necessary, you may take CTFMLA leave for your own serious health condition, or the serious health condition of your parent, child, or spouse, on an intermittent or reduced schedule basis.

If you require the use of CTFMLA leave on an intermittent or reduced schedule basis, you may be required to temporarily transfer to another position that you are qualified to perform, if that position is deemed by the Company to be more conducive to business operations.

Substitution of Accrued Paid Leave

CTFMLA leave is unpaid. However, you may be required or you may choose to substitute any accrued paid vacation, personal, or sick time you have in excess of two weeks toward your CTFMLA leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

You may be eligible for partial wage replacement benefits for CTFMLA leave taken under the Connecticut Paid Leave Program. For more information, see the Connecticut Paid Leave Program Policy.

If a Colleague is also eligible for FMLA and/or any other leave required by law or offered by the Company, CTFMLA will run concurrently with such leave.

Notice

When possible, you must provide at least 30 days' advance notice of the need for leave where leave is foreseeable (such as the birth of a child or planned medical treatment). If the need for leave is not foreseeable, provide notice as soon as possible. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, delay of the leave until you comply with this notice requirement.

Certification

You will be required to provide medical certification of the need for leave for leave taken for:

- Your own, or your family member's, serious medical condition; or
- Military family leave.

The certification must include:

- The date on which the serious health condition occurred.
- The probable duration of the condition.
- The appropriate medical facts about the condition within the healthcare provider's knowledge.
- For leave taken to care for a family member with a serious medical condition:
 - A statement that you are needed to care for the family member; and
 - An estimate of the amount of time you will be needed to care for the family member.
- For leave taken because of your own serious medical condition, a statement that you are unable to perform the functions of your position.

Additional requirements apply to certain certifications for intermittent leave or leave on a reduced leave schedule.

If the Company has reason to doubt the validity of the certification, the Company may require, at its own expense, that you obtain the opinion of a second health care provider designated or approved by the Company. If the second opinion differs from the original certification opinion, the Company may require, at its own expense, that you obtain the opinion of a third health care provider designated or approved jointly by you and the Company. The third opinion will be considered final and binding.

You may be required to provide subsequent recertifications, at the Company's expense, on a reasonable basis.

If you are requesting personal medical leave, you will also be required to provide a fitness-for-duty certification from your health care provider before returning to work.

Return to Work

When returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the leave.

Connecticut Paid Leave Program

The Connecticut Paid Leave (CTPL) program provides eligible employees with up to 12 weeks of partial wage replacement benefits during any 12-month period for certain life events covered under the federal Family and Medical Leave Act (FMLA), the Connecticut Family and Medical Leave Act (CTFMLA), and the Connecticut Family Violence Leave Act. The program also provides two additional weeks of compensation for a serious health condition resulting in incapacitation that occurs during a pregnancy. The CTPL program is funded by employee payroll deductions and administered by the CT Paid Leave Authority.



To be eligible for CTPL benefits, you must meet certain income thresholds and employment requirements. To learn more about the CTPL program and apply for benefits, visit www.ctpaidleave.org.

Domestic Violence Leave

Alera Group will provide reasonable unpaid leave to employees who are the victim of domestic violence or who have a child that is the victim of domestic violence.

Use of Leave

You may use the leave of absence to:

- Seek attention for injuries to you or your child caused by domestic violence, provided you did not commit domestic violence against the child;
- Obtain services, including safety planning, from a domestic violence agency or rape crisis center;
- Obtain psychological counseling for yourself or your child, provided you did not commit domestic violence against the child;
- Take other actions to increase safety from future incidents, including temporary or permanent relocation; or
- Obtain legal services, assist in the offense's prosecution, or otherwise participate in related legal proceedings.

Notice

You must provide reasonable advance notice of your intent to take leave for the above reasons unless advance notice is not feasible.

Certification

Upon return from your leave of absence, you may be requested to provide certification evidencing your need for leave. Certification must be one of the following:

- A police report indicating that you or your child was a victim of domestic violence;
- A court order protecting or separating you or your child from the perpetrator;
- Other evidence from the court or prosecutor that you appeared in court; or
- Documentation from a medical professional, domestic violence counselor, or other health care provider that you or your child was receiving services, counseling, or treatment for physical or mental injuries or abuse caused by domestic violence.

Confidentiality

The Company will, to the extent allowed by law, maintain the confidentiality of any information about your status as a victim of domestic violence.

Retaliation

The Company will not retaliate against employees for their status as a victim of domestic violence or for requesting or taking a leave of absence in accordance with this policy.

Leave for Victims of Family Violence or Sexual Assault

If you are a victim of family violence or sexual assault, Alera Group will provide you with up to 12 days of leave during any calendar year for the following reasons:

- To seek medical care or counseling for physical or psychological injury or disability.
- To obtain services from a victim services organization.
- To relocate due to the family violence or sexual assault.
- To participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault as defined by applicable Connecticut law.

Family violence includes incidents between family or household members that result in physical harm, bodily injury, or assault; acts of threatened violence that result in a fear of imminent physical harm, bodily injury, or assault, including, but not limited to, stalking or a pattern of threatening; or verbal abuse accompanied by a present danger and likelihood that physical violence will result.

Leave under this policy is unpaid; however, you may substitute any applicable paid leave for all or a portion of your unpaid leave.

If the need for leave is foreseeable, you must provide at least seven days' advance notice. If the need for leave is not foreseeable, provide notice as soon as practical. You may be required to submit a signed written statement certifying that the leave is due to family violence or sexual assault, as well as other types of verifying documentation, such as:

- Police or court records; or
- A signed statement from an employee or agent of a victim services organization, an attorney, an employee of the Office of Victim Services within the Judicial Branch or the Office of the Victim Advocate, or a licensed medical professional or other licensed professional from whom you sought assistance.

Documentation provided to the Company will be maintained as confidential and will not be disclosed except as required by federal or state law or as necessary to protect your safety.

Leave of Absence for Public Officials

Alera Group will provide employees who leave employment to accept a full-time elective municipal or state office with an unpaid personal leave of absence for up to two consecutive terms of such office.

You must provide written notice to the Company that you are a candidate for a full-time municipal or state office within 30 days of being nominated.



At the expiration of your term of office, and upon reapplication for your original position, you will be reinstated to your original position or to a similar position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

Delaware Policies

Accommodations for Victims of Domestic Abuse, Sexual Offenses and/or Stalking

Alera Group will provide reasonable accommodation to the known limitations of employees who have been the victim of domestic violence, sexual offenses, or stalking (as those terms have been defined by state law), when such reasonable accommodations are required to perform the essential functions of his or her job, unless the accommodation would pose an undue hardship on the operation of the Company.

If you require an accommodation, notify your Manager. When making your request for an accommodation, make sure to include relevant information, such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential reasonable accommodations that could help you perform the essential functions of your job. The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Public Health Emergency Leave

Alera Group will provide unpaid public health emergency leave to employees needing to isolate or quarantine during a public health emergency.

All employees are eligible for public health emergency leave unless they caused the public health emergency or are quarantined because they refused to comply with an examination, treatment, or vaccination program by the state.

Provide notice of your need for leave as soon as practical.

The Company may require you to provide documentation supporting your need for leave as permitted under applicable law.

District of Columbia Policies

District of Columbia Family and Medical Leave (DCFMLA)

In accordance with the District of Columbia Family and Medical Leave Act (DCFMLA), Alera Group will provide eligible employees with:

- Up to 16 workweeks of unpaid medical leave in a 24-month period.
- Up to 16 workweeks of unpaid family, parental leave, or both in a 24-month period.

Eligibility

To be eligible for DCFMLA leave:

1. You must work in the District of Columbia;
2. You must have been employed with the Company for at least 12 consecutive or nonconsecutive months in the seven years preceding the date on which your leave is to begin; and
3. You must have worked at least 1,000 hours for the Company during the 12-month period immediately preceding the request for leave.

You work in the District of Columbia if you are based in the District and spend at least 50 percent of your time working there or, if you work in multiple locations, you spend a substantial amount of your time working in the District and do not spend more than 50 percent of the time working elsewhere.

Leave Usage

Under the DCFMLA, you may take leave for the following reasons:

- When your own serious health condition makes you unable to perform the functions of your job (medical leave).
- To care for your family member who suffers from a serious health condition (family leave).
- Due to the birth of your child, the foster care or adoption placement of a child with you, or the placement of a child for whom you assume permanent parental responsibility, within 12 months of birth or placement (parental leave).

A **family member** includes:

- Any person to whom you are related by blood, legal custody, or marriage.
- A person with whom you share or have shared, within the last year, a mutual residence and with whom you maintain a committed relationship.
- Any child who lives with you and for whom you have permanently assumed and discharge parental responsibility.
- A foster child.



When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking leave for the birth, adoption, or foster care placement of a child, you must finish the leave within one year of the birth or placement for adoption or foster care.

You may choose to use available paid leave if your DCFMLA leave otherwise meets the requirements of the applicable paid leave, which will count against the 16 workweeks of allowable leave under the DCFMLA.

This leave runs concurrently with federal Family and Medical Leave Act leave where applicable and/or any other leave where permitted by state and federal law.

Notice Requirement

When possible, you must provide at least 30 days' advance notice of the need for leave where leave is foreseeable (such as the birth of a child or planned medical treatment). If the need for leave is not foreseeable, provide notice as soon as possible. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, delay of the leave until you comply with this notice requirement.

Medical Certification

Where leave is requested for your own serious health condition or to care for a covered family member with a serious health condition, the Company may require a written statement from your health care provider or the health care provider of your child, parent, or spouse with a serious health condition stating the reason for the leave and the probable duration of the condition.

Return to Work

If you take leave for your own serious health condition, you will be required to obtain a release to return to work from your health care provider stating that you are able to return to work before you will be permitted to resume work.

Reinstatement

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to accrual of any seniority during the period of leave.

Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken DCFMLA leave.

Failure to Return to Work

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment.

Alternative Employment

While on leave, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to including termination.

Paid Family Leave

Alera Group provides paid family leave (PFL) benefits to eligible employees in accordance with the District of Columbia Universal Paid Leave Act. The District's PFL program provides eligible employees with partial wage replacement benefits when they take leave from work to bond with a new child, care for a family member, for their own serious health condition, or for prenatal care during their pregnancy. PFL benefits are funded through a quarterly payroll tax.

Eligibility

You are generally eligible for PFL if you work at least 50 percent of your time for the Company in the District of Columbia (including teleworking or telecommuting).

You are not eligible to take PFL or receive PFL benefits if you are currently receiving unemployment or long-term disability benefits.

Qualifying Events and Length of Leave

If eligible, you may make take leave as follows:

- **Parental leave:** You may take up to 12 weeks of leave in a 52-week period to bond with your new child after:
 - The birth of the child;
 - The placement of the child from adoption or foster care into your household; or
 - The placement of the child (for whom you legally assume and discharge parental responsibility) into your household.
- **Family leave:** You may take up to 12 weeks of leave in a 52-week period to care for a family member with a serious health condition.
- **Medical leave:** You may take up to 12 weeks of leave in a 52-week period to care for your own serious health condition.

- **Prenatal leave:** You may take up to two weeks of leave in a 52-week period during your pregnancy for:
 - Routine and specialty appointments, exams, and treatments associated with a pregnancy provided by a health care provider, including prenatal check-ups and ultrasounds;
 - Treatment for pregnancy complications;
 - Bedrest that is required or prescribed by a health care provider; and
 - Prenatal physical therapy.

The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant employees who take prenatal leave. Pregnant employees are eligible for two weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

Intermittent Leave

You may elect to take PFL intermittently.

Compensation

PFL benefits are determined on a sliding scale based on your reported income and are paid at up to 90 percent of your average weekly wage for each week you are on leave.

Applying for Benefits

If you have experienced a qualifying event, you must apply for benefits through the D.C. Office of Family Leave web portal at <https://dcpaidfamilyleave.dc.gov/>. You can apply for benefits retroactively within 30 days of when the qualifying leave event occurred, as follows:

- Apply to receive benefits for qualified leave you have taken in the 30 days before your application; or
- After 30 days, you must show that there were "exigent circumstances" in order to receive benefits for leave already taken.

Notice

If the need for PFL is foreseeable, you must provide written notice to the Company at least 10 business days in advance of the leave. If the need for leave is unforeseeable, you must provide notice in writing, or verbally in exigent circumstances, before the start of the work shift for which you intend to take leave.

When an emergency prevents you from providing notice before the start of the work shift for which you intend to take leave, you (or another individual on your behalf) must notify the Company of the need for leave in writing, or verbally in exigent circumstances, within 48 hours after the emergency occurs. You (or another individual on your behalf) must supplement verbal notice with written notice as soon as practicable.

Notice must include:

- The type of leave requested;
- The expected duration of leave;
- The expected start and end dates of leave; and
- Whether the leave will initially be used continuously or intermittently.

Interaction with Other Laws

PFL leave will run concurrently with available leave under the federal Family and Medical Leave Act (FMLA) or the District of Columbia Family and Medical Leave Act (DCFMLA) where permitted by state and federal law.

Parental Leave

Alera Group will provide eligible employees up to 24 hours of leave during any 12-month period to attend or participate in school-related events for their children. A school-related event is an activity sponsored by either a school or an associated organization, such as a parent-teacher association (PTA) and includes, but is not limited to, the following:

- A student performance such as a concert, play, or rehearsal.
- The sporting game of a school team or practice.
- A meeting with a teacher or counselor.
- Any similar type of activity.

To be eligible for parental leave, you must be:

- A parent, legal guardian, or individual with legal custody of a child;
- An aunt, uncle, or grandparent of a child; or
- A person married to, or in a domestic partnership with, a parent, legal guardian, individual with legal custody, aunt, uncle, or grandparent of a child.

To qualify for leave under this policy, the child must be involved in the meeting or event as a participant or as the subject; not as a spectator.

You must notify your Manager at least 10 calendar days before a school event, unless attendance is not reasonably foreseeable, in which case you must provide as much notice as possible. Your request may be denied if granting leave would unduly disrupt business operations.

Leave under this policy is unpaid; however, exempt employees will not incur any reduction in pay for a partial week's absence. You may elect to substitute accrued vacation time during the unpaid leave. You will not lose any employment benefit or seniority accrued while on leave.

Florida Policies

Domestic/Sexual Violence Leave

Alera Group will provide employees who are victims of domestic or sexual violence, or whose family or household member is a victim of domestic violence, with up to three days of unpaid leave in any 12-month period for certain qualifying reasons.

Eligibility

To be eligible for domestic/sexual violence leave you must have worked for the Company for at least three months.

Leave Usage

You may take domestic/sexual violence leave to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating, or sexual violence.
- Obtain medical care or mental health counseling for yourself or your family or household member to address physical or psychological injuries resulting from domestic violence.
- Obtain services from a victim services organization for yourself or your family or household member.
- Make your home secure from the perpetrator of domestic violence or seek new housing to escape the perpetrator.
- Seek legal assistance in addressing issues arising from domestic violence or prepare for and attend court-related proceedings arising from domestic violence.

Family or household member means your spouse, former spouse, persons related to you by blood or marriage, persons who are presently residing with you as if they are family or who have resided with you in the past as if they are family, and persons who have a child in common with you regardless of whether you have been married to them. With the exception of persons who have a child in common with you, the family or household members must be currently residing with you or have in the past resided with you in the same single dwelling unit.

Notice

Except in the case of imminent danger to your health and safety or that of your family or household member, you must provide reasonable advance notice of your need for leave. You may be required to provide documentation showing evidence of your need for leave.

Compensation

Leave under this policy is unpaid; however, you may substitute any applicable paid leave for all or a portion of your unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.



Confidentiality

Information about your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace.

Georgia Policies

Court Attendance and Witness Leave

Alera Group realizes that, on occasion, employees may be subpoenaed or ordered by a court to attend judicial proceedings. In such cases, notify your Manager as soon as possible to make scheduling arrangements.

While attending the judicial proceeding, you will receive your regular compensation. This does not apply if you are attending a judicial proceeding because you have been charged with a crime.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Hawaii Policies

Bone Marrow, Stem Cell, or Organ Donation Leave

Alera Group will provide eligible employees up to seven days of leave each calendar year to serve as a bone marrow donor or peripheral blood stem cell donor and up to 30 days of leave per calendar year to serve as an organ donor.

You are eligible for this leave if you have worked for the Company for at least one year immediately preceding the leave.

To obtain leave under this policy, you must submit written verification to your Manager that you are an organ donor, bone marrow donor, or peripheral blood stem cell donor and that there is a medical necessity for the donation of the organ, bone marrow, or peripheral blood stem cells.

Leave under this policy is unpaid.

A leave of absence under this policy will not constitute a break in your continuous employment for the purpose of the right to salary adjustments, sick leave, vacation, annual leave, or seniority. During a leave of absence under this policy, the Company will maintain and pay for coverage under a group health plan in the same manner as if you were actively at work during the leave period.

Leave provided under this policy will be in addition to, and will not run concurrently with, leave taken under the federal Family and Medical Leave Act (FMLA) or Hawaii Family Leave Law (HFLL).

Upon return from leave, you will be restored to the same position or to a position of equivalent seniority, benefits, pay, and other terms and conditions of employment. However, the Company may decline to restore your position due to conditions unrelated to the exercise of rights under Hawaii's donor leave law.

Family Leave

In accordance with the Hawaii Family Leave Law (HFLL), Alera Group will allow eligible employees to take up to four weeks of unpaid family leave per leave year for certain reasons.

Eligibility

To be eligible for HFLL leave you must have worked for the Company for at least six consecutive months.

Leave Entitlement

You may take up to four weeks of unpaid HFLL leave per leave year for:

- The birth or adoption of a child; or
- To care for a child, spouse (including a partner to a civil union under Hawaii law or other civil union partnership in another state), reciprocal beneficiary, sibling, grandchild, or parent with a serious health condition.

The leave year under this policy is any 12-month period.

As used in this policy:

- **Child** means your biological, adopted, foster, or stepchild, or your legal ward.
- **Parent** means your biological, foster, adoptive, or step-parent, parent-in-law, legal guardian, grandparent, or grandparent-in-law.
- **Sibling** means your biological, adopted, or foster brother or sister, or stepbrother or stepsister.

Notice

If your need for HFLL leave is foreseeable, provide the Company with at least 30 days' written notice. If your leave is foreseeable but giving 30 days' written notice is not practicable, you must provide the Company with at least a verbal notification within two business days before your HFLL leave begins. In addition, you must submit a subsequent written notice to confirm the verbal notice as soon as practicable.

If known, notice should include:

- The general reason for the family leave request.
- The anticipated start of leave.
- The anticipated duration of leave.

If your leave is not foreseeable, you must provide the Company with at least a verbal notification within two business days of learning of the need for family leave or as soon as practicable, as well as written notice to follow as soon as practicable.

Failure to provide proper notice may delay the start of your leave.

Certification

If you wish to take HFLL leave, the Company may, at its discretion, require you to provide appropriate written certification as follows:

- For the birth of a child, a written statement issued by a health care provider or the family court.
- For the placement of a child for adoption with you, the petition you filed with the court or a written statement issued by a recognized adoption agency, the attorney handling the adoption, or by the individual officially designated by the birth parent to select and approve the adoptive family.
- For the serious health condition of your child, spouse, reciprocal beneficiary, or parent, a written statement by a health care provider is required. The written certification must provide the information requested in the Hawaii Family Leave Certification of Serious Health Condition form provided by the State of Hawaii, Department of Labor and Industrial Relations, including:
 - The patient's name and relationship to you;

- The health care provider's name, title, type of practice or field of specialization, location, and signature;
- A statement that the patient's condition qualifies for family leave as a serious health condition as defined under the HFLL;
- A statement that you are needed to participate in the care of the patient;
- A statement that the patient's condition requires hospitalization or the health care provider's continuing treatment or continuing supervision;
- The approximate date the serious health condition began, and the probable duration that you will be needed to care for the patient with a serious health condition; and
- Whether it will be necessary for you to take leave intermittently, and if so, the estimated time that you will be needed to care for the patient with a serious health condition.

If the Company requires you to furnish appropriate written certification, this certification must be provided before the family leave begins for foreseeable leave. If the requested leave is unforeseeable, provide written certification no later than two business days after the family leave begins.

Failure to provide the appropriate written certification or to comply with the usual notice and certification requirements in a timely manner may result in delay or denial of leave.

Substitution of Paid Leave

You may substitute accrued but unused sick leave, up to a maximum of 10 days per year, unless a collective-bargaining agreement provides for use of more than 10 days, for any part of your family leave. You may, at your option elect to substitute any amount of accrued but unused vacation, personal leave, or paid time off for any part of your family leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Interaction with Other Laws

If the reason for leave qualifies you for both HFLL and leave under the federal Family and Medical Leave Act (FMLA), the leaves must run concurrently. It will also run concurrently with any other leave to which you are entitled.

Reinstatement

Upon your return from leave, you will be reinstated to your original position, or if no longer available, an equivalent position with equivalent terms and conditions of employment, including pay and employment benefits. However, you will not be entitled to reinstatement if during your HFLL leave there is a layoff or workforce reduction where you would have lost your position had you not been on leave.

Benefits

Use of HFLL leave will not result in the loss of any employment benefit that accrued before the start of your leave that was not used during leave. In addition, you will be entitled to any changes in pay and benefits as if you had not taken family leave except where the change is contingent on seniority or accrual by policy or contract.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Leave for Victims of Domestic/Sexual Violence

If you are a victim of domestic or sexual violence, or have a minor child who is a victim of domestic or sexual violence, Alera Group will provide you with a reasonable period of leave from work to:

- Seek medical attention for you or your minor child to recover from physical or psychological injury or disability caused by domestic or sexual violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Temporarily or permanently relocate; or
- Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic or sexual violence, or other actions to enhance your or your minor child's physical, psychological, or economic health or safety or to enhance the safety of those who associate with or work with you.

For purposes of this policy:

- **Child** means your biological, adopted, or foster son or daughter; a stepchild; or a legal ward.
- **Reasonable period of leave** means the following time periods:
 - Where due to physical or psychological injury to or disability to you or your minor child, the period of time determined to be necessary by the attending health care provider, considering the condition of the individual and the job requirements.
 - Where due to your need to take legal or other actions, including preparing for or participating in any civil or criminal legal proceeding, obtaining services from a victim services organization, or permanently or temporarily relocating, the period of time necessary to complete the activity as determined by your or your minor child's attorney or advocate, court, or personnel of the relevant victim services organization.

Eligibility

To be eligible for leave under this policy, you must have worked for the Company for at least six consecutive months.

Duration of Leave

Regardless of the reason for the leave, time off under this policy may not exceed 30 days per calendar year.

Interaction with Other Leave

Leave taken under this policy will run concurrently with other leave to which you are entitled.

Notice

You must provide reasonable notice of your intent to take leave under this policy unless doing so is not practicable due to imminent danger to you or your minor child. During the leave, the Company may request weekly reports regarding your leave status and may inquire about your intention to return to work.

Certification for Medical Attention

When seeking leave under this policy to obtain medical attention, you will be asked to provide a certificate from your health care provider estimating the length of the leave and the estimated starting and ending date of the leave. In addition, before returning to work, the Company may require you to provide medical certification from your attending health care provider attesting to your condition and approving your return to work.

The leave will not be protected until the required certification is provided.

Verification of Victim Status

When taking leave under this policy for not more than five calendar days for nonmedical reasons, you must provide a signed statement indicating that you or your minor child are a victim of domestic or sexual violence and that the leave is for a purpose permitted by this policy.

When taking leave under this policy for more than five calendar days for nonmedical reasons, you must provide documentation verifying that you or your minor child are a victim of domestic or sexual violence and that the leave is for a purpose permitted by this policy. Such documentation may include:

- A signed written statement from a person listed below from whom you or your minor child has sought assistance in relation to the domestic or sexual violence:
 - An employee, agent, or volunteer of a victim services organization.
 - Your attorney or advocate.
 - Your minor child's attorney or advocate.
 - A medical or other health care professional.
 - A member of the clergy.

- A police or court record supporting the occurrence of the domestic or sexual violence.

Compensation

Leave under this policy is unpaid. You must exhaust available, accrued paid or unpaid leave that may be used for the purposes addressed in this policy. You are entitled to no more than 30 days of leave under this policy when combined with other available leave.

Reinstatement

Upon return from leave, you will be reinstated to your original position or a position of comparable status and pay without loss of accumulated service credits and privileges.

Confidentiality

The Company will treat information provided under this policy as confidential and will not disclose such information unless agreed to in writing by you or required by law.

Temporary Disability Insurance

If you are unable to work due to a non-work-related illness or injury (including a pregnancy-related disability), you may be eligible for temporary disability insurance (TDI) benefits to partially replace wages lost. TDI does not include medical care. The Alera Group short term disability plan provides partial wage replacement TDI benefits per the terms of the plan.

The program is funded according to state regulations.

To file a claim for benefits, reach out to Alera Group's insurance partner or speak with your Manager or Human Resources. You must file a claim for benefits within 90 days of becoming disabled. If you file a claim after 90 days, you may lose part of your benefits unless good cause for the delayed filing can be shown. If you file a claim 26 or more weeks after your disability, you will not be entitled to any benefits.

For additional information on the Company plan, contact Human Resources. To learn more about the Hawaii Temporary Disability Insurance law, contact the Hawaii Department of Labor, Disability Compensation Division (<http://labor.hawaii.gov/dcd/>).

Idaho Policies

[none]

Illinois Policies

Meal and Rest Periods

Meal breaks of at least 20 minutes are mandatory for all employees who are scheduled or required to work a shift of at least 7.5 hours. Typically, your break will be scheduled to start after you have completed four hours of work, but in no event will it be scheduled more than five hours after your shift start. If you are scheduled to or anticipate working at least 7.5 continuous hours, you must ensure you take a break. If you work more than 7.5 hours, you are also entitled to an additional 20-minute meal period for every additional 4.5 hours worked. For purposes of this policy, a meal period does not include reasonable time spent using the restroom.

Bereavement Leave

Alera Group will provide eligible employees with unpaid bereavement leave in accordance with the Illinois Family Bereavement Leave Act.

Eligibility

To be eligible for bereavement leave, you must:

- Have been employed with the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours (including paid time off) during the 12-month period immediately preceding the leave; and
- Be employed at a worksite that has at least 50 employees within 75 miles.

Reasons for Leave

You may use bereavement leave for the following reasons:

- To attend the funeral (or alternative service) of a family member.
- To make arrangements due to the death of a family member.
- To grieve the death of a family member.
- For absences from work due to a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

For the purposes of this policy:

- **Family member** means your child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- **Child** means your son or daughter who is a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom you are standing in loco parentis.

- **Domestic partner** means: (1) a person recognized as your domestic partner under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person with whom you are in a committed, personal relationship, who is not a domestic partner as described in sentence (1) or in such a relationship with any other person, and who you have designated as your domestic partner to the Company.

Amount and Use of Leave

Eligible employees will be provided up to two weeks (10 working days) of unpaid bereavement leave in a 12-month period for the death of a family member, including the death of a family or household member who is killed in a crime of violence. In the event of the death of more than one family member, this will increase to a total of six weeks of unpaid leave during the 12-month period.

Bereavement leave must be completed within 60 days after the date on which you receive notice of your family member's death.

Where applicable, you may substitute any available paid leave for unpaid leave taken under this policy. This policy does not create any right to take more unpaid leave than is allowed under, or in addition to, the unpaid leave permitted by the federal Family and Medical Leave Act.

This leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave, including paid leave, as permitted by state and federal law.

Notice

You must provide the Company with at least 48 hours' advance notice of your intent to take bereavement leave, unless such notice is not reasonable or practical.

You may be required to provide reasonable documentation supporting your need for leave. Reasonable documentation may include:

- A death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency;
- A form filled out by the health care practitioner who treated you, your family member, or surrogate;
- Documentation from the adoption agency showing a failed match or contested adoption; or
- Documentation from the surrogacy agency showing a failed surrogacy agreement.]]

You will not be required to identify which category of event the leave pertains to as a condition of taking bereavement leave.

Blood and Organ Donation Leave

Alera Group will provide eligible employees with:

- Up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.
- Up to 10 days of paid leave in any 12-month period to serve as an organ donor.

To be eligible for leave, you must be employed full time and have been employed by the Company for at least six months.

You will not be required to use accrued or future vacation or sick leave while taking time off to donate blood or an organ.

Provide reasonable notice of your need for leave. If leave is being used for the donation of blood, you may be required to provide a written statement from the blood bank indicating that you have an appointment.

Upon return from leave to donate blood, you may be asked to provide a written statement from the blood bank confirming you kept your appointment.

You will retain the one hour of paid leave if the attempt to donate blood is unsuccessful.

Child Extended Bereavement Leave

Alera Group will provide eligible employees with up to 12 weeks of unpaid leave to grieve the loss of a child by suicide or homicide, in accordance with the Illinois Child Extended Bereavement Leave Act. For purposes of this policy, **child** means your biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom you stand in loco parentis.

Eligibility

To be eligible for leave, you must be employed full time and have worked for the Company for at least two weeks.

Use of Leave

Leave may be taken in a single continuous period or intermittently in increments of no less than four hours but must be completed within one year after you notify the Company of the loss.

If you are entitled to take another applicable leave (including family, medical, sick, or similar leave), pursuant to federal, state, or local law, or an employment benefits plan, you may substitute any period of such leave for an equivalent period of leave provided by this policy, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Interaction with Other Laws

You may not take leave under the Child Extended Bereavement Leave Act and leave under the Family Bereavement Leave Act for the same child.

Notice

If possible, provide reasonable advance notice of your need for leave; otherwise, provide notice as soon as practical.

The Company may require you to provide reasonable documentation, such as:

- A death certificate;
- A published obituary; or
- Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Restoration

Upon return from leave, you will be restored to your previous position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Family Military Leave

Alera Group will provide eligible employees who are the spouse, parent, child, or grandparent of a person called to military service with up to 30 days of unpaid military family leave during the time federal or state deployment orders are in effect.

Eligibility

To be eligible for leave, you must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

Notice and Certification

If you are taking family military leave for five or more consecutive workdays, you must provide at least 14 days' advance notice of the intended date to take leave. If possible, consult with your Manager to schedule leave so as not to unduly disrupt Company operations.

When taking family military leave for less than five consecutive days, provide advance notice as is practicable.

The Company may require verification of your eligibility for leave from the proper military authority.

Continuation of Benefits

During family military leave, you may continue any benefits, if applicable, at your own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave.

Conditions of Leave

You may not take family military leave until you have exhausted all accrued vacation, personal, compensatory, or any other leave granted to you, with the exception of sick and disability leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Reinstatement

Upon return from leave, you will be restored to your prior position or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

Leave for Victims of Domestic, Sexual, Gender, or Criminal Violence (VESSA Leave)

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), Alera Group will provide unpaid leave (VESSA leave) to eligible employees who:

- Are victims of domestic violence, sexual violence, gender violence, or any other crime of violence; or
- Have a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence.

Qualifying Reasons for Leave

VESSA leave may be used to:

1. Seek medical attention for, or recover from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence against you or your family or household member.
2. Obtain victim services for you or your family or household member.
3. Obtain psychological or other counseling for you or your family or household member.
4. Participate in safety planning, including temporary or permanent relocation or other actions, to increase your own or your household or family member's safety from future domestic violence, sexual violence, gender violence, or any other crime of violence.
5. Seek legal assistance to ensure your own health and safety or that of your household or family member, including participating in court proceedings related to the violence.

6. Attend the funeral or alternative to a funeral or wake of a family or household member who was killed in a crime of violence.
7. Make arrangements necessitated by the death of a family or household member who was killed in a crime of violence.
8. Grieve the death of a family or household member who was killed in a crime of violence.

Duration of Leave

Except as otherwise provided below, you may take up to 12 weeks of unpaid VESSA leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently or on a reduced schedule basis.

You may not take more than two workweeks (10 workdays) of leave for the purposes described in bullets 6, 7, and 8. Leave under these circumstances must be completed within 60 days after the date on which you receive notice of the victim's death.

Notice and Certification

To obtain leave under this policy, you must provide the Company with at least 48 hours' notice, except in emergency situations or where such notice is not otherwise practical. In all cases, either before or after you take leave under this policy, the Company will require you to submit a sworn certification that your absence is for one of the qualifying reasons listed above and that you or a family or household member is a victim of domestic or sexual violence. The Company may also require you to submit the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom you or your family or household member sought assistance.
- A police, court, or military record.
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that the victim was killed in a crime of violence.
- Other corroborating evidence.

All information and documentation you provide in connection with your request for leave under this policy, including the fact that you requested and/or obtained leave, will be held in the strictest confidence—except to the extent you request or consent to any disclosure in writing or as otherwise required by law. Further, the Company specifically prohibits any discrimination, harassment, or retaliation against employees who request or take leave under this policy in good faith.

Terms of Leave

VESSA leave is unpaid. However, you may substitute any available paid time off for leave taken under this policy, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. The substitution of paid leave does not extend the leave period, but runs concurrently with it. VESSA leave may run concurrently with other leaves as permitted by applicable law.

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

Interaction with the Family Bereavement Leave Act

If you are entitled to leave under the Illinois Family Bereavement Leave Act (FBLA), you are not entitled to take additional leave for the purposes described in bullets 6, 7, and 8 that exceeds or is in addition to leave to which you are entitled under the FBLA.

If you are not entitled to leave under the FBLA, leave taken for the purposes described in bullets 6, 7, and 8 will be deducted from, and is not in addition to, the total amount of leave time to which you are entitled.

Leave taken for the purposes described in bullets 6, 7, and 8 or leave taken under the FBLA will not otherwise limit or diminish the total amount of leave time to which an employee is entitled.

Restoration

Upon return from leave, you will be restored to your previous position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Maintenance of Benefits

During an approved VESSA leave, the Company will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse the Company for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, reoccurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence or other circumstances beyond your control.

Paid Leave - Illinois

Alera Group provides paid leave to eligible employees in accordance with the Illinois Paid Leave for All Workers Act. This paid leave is covered by and incorporated within the paid leave policies in this handbook, and not in addition to those policies. In the case where an employee would not be eligible for paid leave under Alera Group's policies but would be eligible under this Act, they will be granted leave in accordance with the Illinois Paid Leave for All Workers Act.

Paid Leave - Chicago

Alera Group provides paid leave and paid sick and safe leave to eligible employees in accordance with the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance. This paid leave is covered by and incorporated within the paid leave policies in this handbook, and not in addition to those policies. In the case where an employee would not be eligible for paid leave under Alera Group's policies but would be eligible under this Ordinance, they will be granted leave in accordance with the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance.

Eligibility

To be eligible for leave under this policy, you must work for the Company for at least 80 hours in a 120-day period within the geographic boundaries of Chicago.

Reasons for Leave

Paid leave may be used for any reason.

Paid sick and safe leave may be taken for the following reasons:

- If you are ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment of your own medical, mental, or behavioral issue, including substance abuse disorders.
- When your family member is ill, injured, or ordered to quarantine, or to care for your family member receiving professional care, including preventive care, diagnosis, or treatment for a medical, mental, or behavioral issue, including substance abuse disorders.
- If you or your family member are the victim of domestic violence, a sex offense, or trafficking in persons as defined under Illinois law.
- Closure of your place of business or your family member's school, class, or place of care due to a public health emergency.
- An order from the mayor, governor, Department of Public Health, or healthcare provider requiring you to isolate or quarantine to minimize transmission of a communicable disease.

Accrual and Usage

Eligible employees begin accruing paid leave on their first day of employment, and will receive frontloaded sick and safe leave at the beginning of each calendar year.

You may carry over up to 80 hours of unused paid sick and safe leave to the next year.

School Conference and Activities Leave

In accordance with the School Visitation Rights Act, Alera Group will provide you with up to eight hours of unpaid leave during any school year to attend school conferences, behavioral meetings, or academic meetings related to your child (including a biological, adopted, foster, or stepchild) if the conference or meeting cannot be scheduled during nonwork hours.

Eligibility

To be eligible for leave under this policy you must have:

- Worked for the Company for at least six consecutive months immediately preceding the leave request; and
- Worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Conditions of Use

You may not take school conference and activity leave unless you have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave granted to you except sick leave and disability leave.

You may use no more than four hours of leave on any given day.

Notice

To obtain leave under this policy, you must provide written notice to your Manager of the need for leave. In emergency situations, no more than 24 hours' notice will be required. Check with your Manager to schedule the leave so as not to unduly disrupt business operations.

Compensation

Leave provided under this policy is unpaid; however, exempt employees will be paid as required by applicable law. The Company will allow, but not require, nonexempt employees to make up the amount of hours taken for leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

Verification

Upon return from leave, you must provide verification of the school visitation within two working days. The verification should include the time and date of your visit. Failure to timely submit the verification will result in an unexcused absence.

Indiana Policies

Employment Protections for Mobile Support Unit Members

If you are a member of a mobile support unit, Alera Group will not discriminate against, discipline, or discharge you for:

- Your membership in a mobile support unit; or
- Missing work to attend training, participate in an exercise, or respond to a disaster, public health emergency, public safety emergency, or other event that requires emergency action.

If you have been selected to serve in a mobile support unit, notify the Company of your membership as soon as possible.

Military Family Leave

Alera Group will provide up to 10 days of unpaid leave per year to employees who are the spouse, parent, grandparent, child, or sibling of a person who is ordered to active duty. Active duty means full-time service on active duty orders in the U.S. Armed Forces or the National Guard for a period that exceeds 89 consecutive calendar days.

To be eligible for military family leave, you must meet the following conditions:

- Employed by the Company at least 12 months.
- Have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins.

Eligible employees may take a leave of absence during one or more of the following periods:

- During the 30 days before active duty orders are in effect;
- During a period in which the person ordered to active duty is on leave while active duty orders are in effect; and/or
- During the 30 days after the active duty orders are terminated.

To take a leave of absence under this policy, provide written notice, including a copy of the active duty orders if available, to your Manager of the date the leave will begin. Provide this notice at least 30 days before the date you intend to begin leave, unless the active duty orders are issued less than 30 days before the date the requested leave is to begin. The leave of absence may not exceed the equivalent of 10 working days in each calendar year.

Military family leave under this policy is unpaid; however, you may choose to substitute any paid leave (other than medical or sick leave) for any part of the military family leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.



You will be allowed to continue available group health benefits at your own expense.

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent seniority, pay, benefits, and other terms and conditions of employment.

Iowa Policies

Leave of Absence for Elected Officials

Alera Group will provide employees who have been elected to a municipal, county, state, or federal office with an unpaid leave of absence to serve in that office, except where prohibited by law.

You must provide written notice of your need to take leave as soon as reasonably practical.

Although leave is unpaid, the leave is granted without loss of net credited service and benefits earned. However, the Company will not pay pension, health, or other benefits during the leave of absence.

Pregnancy Disability Leave

If you are unable to perform your job duties because you are temporarily disabled due to pregnancy, childbirth, or a related medical condition, and do not have any available leave, Alera Group will provide you with unpaid pregnancy disability leave for the duration of the disability or up to eight weeks, whichever is less. The Company may request medical certification supporting your need for leave.

You must provide timely notice of the period of leave requested. The Company must approve any change in the period requested before the change is effective.

Public Health Emergency Leave

Alera Group will provide unpaid public health emergency leave to employees needing to isolate or quarantine pursuant to a quarantine or isolation order or voluntary confinement request by the Iowa Department of Health and Human Services, a local board of health, or the Centers for Disease Control and Prevention.

All employees are eligible for public health emergency leave.

Provide notice of your need for leave as soon as practical.

The Company may require you to provide documentation supporting your need for leave as permitted under applicable law.

Kansas Policies

Leave for Victims of Domestic Violence/Sexual Assault

Alera Group will provide employees who are victims of domestic violence or sexual assault up to eight days of leave per year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's children.
- Seek medical attention for injuries caused by domestic violence or sexual assault.
- Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center due to domestic violence or sexual assault.
- Settle matters, including, but not limited to, court appearances in the aftermath of domestic violence or sexual assault.

In order to obtain leave under this policy, you must provide reasonable advance notice of your intention to take leave, unless such advance notice is not feasible. Within 48 hours after returning from the requested time off, you must provide documentation to support the necessity for leave. Appropriate forms of documentation include:

- A police report indicating that you were a victim of domestic violence or sexual assault.
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you have appeared in court.
- Documentation from a medical professional, domestic violence advocate, or advocate for victims of sexual assault, health care provider, or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

If an unscheduled absence occurs, Company will not take action against you if, within 48 hours after the beginning of the unscheduled absence, you provide certification to the Company as described above.

Any information provided by you regarding a request for leave will be kept confidential to the extent allowed by law.

Leave under this policy is unpaid; however, exempt employees may receive pay as required by law. You may opt to use available paid leave in place of unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Kentucky Policies

Adoption Leave

Upon written request, Alera Group will grant reasonable personal leave of up to six weeks upon your adoption of a child under the age of 10. This does not apply to an adoption by a fictive kin, stepparent, stepsibling, blood relative, including a relative of halfblood, first cousin, aunt, uncle, nephew, niece, and a person of a preceding generation as denoted by prefixes of grand, great, or great-great, or a foster parent who adopts a foster child who is already in their care.

Leave under this policy is unpaid. Where they overlap, leave taken under this policy will run concurrently with leave taken under the federal Family and Medical Leave Act (FMLA).

Louisiana Policies

Bone Marrow Donation Leave

Alera Group will provide up to 40 hours of paid time off to eligible employees who wish to donate bone marrow. To be eligible for leave, you must work an average of 20 or more hours per week.

In order to obtain leave under this policy, you must provide documentation verifying the need for leave. If there is a medical determination that you do not qualify as a bone marrow donor, you will not lose the paid time off.

Maine Policies

Meal and Rest Periods

The Company always offers an uninterrupted 30-minute unpaid rest break after six hours of continuous work.

Domestic/Sexual Violence Leave

If you or one of your family members is the victim of domestic violence, sexual assault, or stalking, Alera Group will provide you reasonable and necessary unpaid leave from work to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is your daughter, son, parent, or spouse; or
- Obtain necessary services to remedy a crisis cause by domestic violence, sexual assault, or stalking.

Family member means your spouse, parent, or child.

This leave may only be used when you or your family member is the victim of violence, assault, sexual assaults, stalking, or any act that would support an order for protection under Maine Title 19-A, chapter 101.

To obtain leave under this policy, you must provide notice within a reasonable time under the circumstances. You may be required to provide reasonable documentation of the family relationship, which may include a statement attesting to the relationship, a birth certificate, a court document, or similar documents.

Leave may not be granted if you do not make the request for leave within a reasonable time under the circumstances, if the leave would cause the Company to sustain an undue hardship, or if the leave is impractical, unreasonable, or unnecessary based on the facts made known to the Company.

Extreme Public Health Emergency Leave

Alera Group provides extreme public health emergency leave to eligible employees, unless doing so would cause an undue hardship.

Extreme public health emergency means the occurrence or imminent threat of widespread exposure to a highly infectious or toxic agent that poses an imminent threat of substantial harm to the population of Maine.

To be eligible for extreme public health emergency leave, you must be unable to work because:

- You are under public health investigation, supervision, or treatment related to an extreme public health emergency;
- You are acting in accordance with an extreme public health emergency order;
- You are in quarantine or isolation or are subject to a control measure in accordance with extreme public health emergency information or directions issue to the public, a part of the public, or one or more individuals;
- You have been directed by the Company not to work because you may expose others to an extreme public health emergency threat; or
- You need to provide care or assistance to your spouse or domestic partner, parent, or child (including a child for whom you are the legal guardian) for reasons related to an extreme public health emergency.

Provide notice of your need for leave as soon as practical.

Leave under this policy is unpaid.

Upon your return to work, the Company may require you to provide written documentation from a physician or public health official supporting your need for leave.

Family Military Leave

Alera Group will provide eligible employees up to 15 days of unpaid family military leave per deployment of a family member. **Family member** means a child, spouse, or domestic partner who is a resident of Maine and is ordered to active duty by the Governor or President of the United States for a period of 180 days or longer to a duty assignment that is in a combat theater or an area where armed conflict is taking place.

Eligibility

To be eligible for leave you must have been employed by the Company for at least 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the leave.

When Leave May Be Taken

You may only take leave:

- In the 15 days immediately prior to deployment;
- During deployment, if the family member is granted leave; or
- During the 15 days immediately following deployment.

Notice

For leave lasting five or more consecutive workdays, you must provide at least 14 days' notice of the intended date upon which the leave will begin. If leave is for fewer than five days, you must provide as much advance notice as is practicable. Work with your Manager to schedule leave in a manner that will not unduly disrupt Company operations.

Certification

The Company may require verification (i.e., copy of military orders) that you are eligible for leave under this policy.

Compensation

Leave under this policy is without pay.

Benefits

You are entitled to continue your benefits (i.e., group life insurance, health insurance, disability insurance or pensions) while on leave at your own expense.

Interaction with FMLA

Where applicable, leave under this policy will run concurrently with the FMLA's qualifying exigency leave.

Reinstatement

Upon return from leave, you will be restored to your prior position or to a comparable position with equivalent pay, benefits, seniority and other terms and conditions of employment. Exceptions may apply if you cannot be reinstated for reasons unrelated to the exercise of rights under this policy.

Family and Medical Leave (MFMLA)

In accordance with the Maine Family Medical Leave Act (MFMLA), Alera Group provides eligible employees up to 10 consecutive weeks of unpaid leave in a two-year period for certain purposes.

Eligibility

To be eligible for leave under the MFMLA, you must:

- Have been employed by the Company for at least 12 consecutive months; and
- Work at a permanent worksite in Maine that has at least 15 or more employees.

Reasons for Leave

MFMLA leave may be taken for the following purposes:

- The birth of a child, or the birth of a domestic partner's child.
- The placement of a child 16 years of age or younger with you or your domestic partner for adoption.

- Your own serious health condition.
- The serious health condition of your child, domestic partner's child, parent, grandchild, domestic partner's grandchild, domestic partner, sibling, or spouse.
- Organ donation by you for human transplant.
- The death or serious health condition of your spouse, domestic partner, parent, sibling, or child if the death or serious health condition occurs while on active duty in the state military forces or in the U.S. Armed Forces.

For purposes of this policy:

- **Sibling** is a sibling with whom you live, have joint financial arrangements, and share responsibility for each other's well-being.
- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either:
 - Inpatient care in a hospital, hospice, or residential medical care facility; or
 - Continuing treatment by a health care provider.

Leave Usage

If eligible, you are entitled to a maximum of 10 workweeks of MFMLA leave in any two years.

Leave may be taken intermittently or on a reduced leave schedule, subject to the following:

- Leave for childbirth or adoption may not be taken intermittently or on a reduced leave schedule unless the Company and you mutually agree otherwise.
- Leave for your own or a covered family member's serious health condition or for organ donation may be taken intermittently or on a reduced leave schedule when medically necessary.
- Intermittent or reduced-schedule leave will not result in a reduction of the total 10 workweeks of leave to which you are entitled beyond the amount of leave actually taken.
- If you request intermittent leave or a reduced leave schedule for qualifying reasons that are foreseeable (such as planned medical treatment), the Company may require that you transfer temporarily to an available alternative position for which you are qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

MFMLA leave will run concurrently with other federal/state laws where permitted by law.

Notice and Certification

You must provide at least 30 days' notice of the intended date MFMLA leave will begin and end, unless prevented by a medical emergency. The Company may also require you to



provide certification from a physician or other accredited practitioner to verify the amount of leave time requested.

Compensation

MFMLA leave is unpaid. You may substitute accrued, unused sick pay, personal days, and vacation days for unpaid leave under this policy, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Benefits

Your employment benefits continue during the leave at your own expense. Taking MFMLA leave will not result in the loss of any employee benefit accrued before the date leave begins.

Reinstatement

Upon return from leave, you will be restored to your prior position or to a comparable position with equivalent pay, benefits, seniority, and other terms and conditions of employment. Exceptions may apply when you cannot be reinstated for reasons unrelated to your rights under the MFMLA.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Legislator Leave

Alera Group will provide employees who are elected to serve as state legislators with unpaid leave while serving in their elected office. This leave is limited to one legislative term of two years.

To be eligible for leave, you must provide notice to the Company of your intent to become a candidate for the legislature within 10 days of placing your name on a primary or general election ballot. Failure to provide proper notice will result in the loss of your entitlement to leave. Temporary employees are not eligible for this leave.

If providing leave would cause an unreasonable hardship for the Company, the Company may make an appeal for relief to the State Board of Arbitration and Conciliation (SBAC) within 14 days of receiving your notice. After the appeal is filed, a proceeding will be held to determine whether or not leave must be granted. The decision, which is final, will be made within 30 days of receipt of the notice of appeal and is binding on you and the Company. Payment for SBAC services will be shared between you and the Company.

Upon return from leave, you will be restored to your previous position or a similar position with the same status, pay, and seniority, unless you are no longer qualified.

Maryland Policies

Bone Marrow and Organ Donation Leave

Alera Group will provide eligible employees with:

- Up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor.
- Up to 60 days of unpaid leave in a 12-month period to serve as an organ donor.

Eligibility

To be eligible for donation leave, as of the date the requested leave begins, you must have:

- Been employed by the Company for at least 12 months; and
- Worked at least 1,250 hours for the Company during the previous 12 months.

Leave Request

To request donation leave, you must provide the Company with written verification from a physician that you are an eligible bone marrow or organ donor and there is a medical necessity for the donation.

Pay

Donation leave is unpaid. You may choose to use available accrued but unused paid time off in lieu of unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

If you work on a commission basis, you will be paid any commission that comes due because of work you performed before taking leave.

Interaction with Other Laws

Leave cannot be taken concurrently with leave under the federal Family and Medical Leave Act (FMLA).

Return to Work

Upon returning to work at the end of donation leave, you will be restored to your previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken donation leave.

Family Military Leave

If eligible, Alera Group will allow you to take leave from work on the day that an immediate family member is leaving for, or returning from, active duty outside the United States as a



member of the U.S. Armed Forces. An **immediate family member** is a spouse, parent, stepparent, child, stepchild, or sibling.

To be eligible for family military leave, you must:

- Be employed by the Company either full time or part time;
- Have worked for the Company for the last 12 months; and
- Have worked at least 1,250 hours during the last 12 months.

When requesting family military leave, you may be required to submit proof verifying that the leave is being taken for appropriate purposes.

The Company will not require you to use sick, vacation, or other paid leave when taking leave under this policy.

Paid Sick and Flexible Leave

Alera Group's core leave policies provide paid leave to eligible employees in accordance with Maryland's Healthy Working Families Act, the Maryland Flexible Leave Act, and the Montgomery County Sick and Safe Leave law.

Public Health Emergency Leave for Essential Workers

Alera Group will provide paid public health emergency leave to eligible essential employees in accordance with the Maryland Essential Workers' Protection Act.

Massachusetts Policies

Sunday and Holiday Work Restrictions

Although Company operations are permitted, Alera Group does not require employees to work on Sundays, New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, or Veterans Day, and will not take any adverse employment actions against employees who choose not to work.

Paid Family and Medical Leave

Alera Group provides time off to eligible employees who qualify for paid family and medical leave (PFML) benefits under Massachusetts law. PFML benefits are provided through a private plan, administered by Alera Group's insurance partner. The program is funded according to state regulations.

Eligibility

To be eligible for PFML, you must actively work in Massachusetts or not be separated from Massachusetts employment for more than 26 weeks, and meet the financial earnings requirements for unemployment benefits under Massachusetts law at the time of your requested leave.

Leave Entitlement and Usage

You may take up to 12 weeks of paid *family leave* in a benefit year for any of the following reasons:

- The birth of a child and in order to care for that child (leave to be completed within 12 months of the child's birth).
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave to be completed within 12 months of the child's placement).
- To care for a family member with a serious health condition.
- A qualifying exigency of a family member who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of paid *family leave* in a benefit year to care for a family member who is a covered service member and who has a serious injury or illness related to active-duty service.

You may take up to 20 weeks of paid *medical leave* in a benefit year to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position.

For purposes of this policy, the leave year is the consecutive 52-week period beginning on the Sunday immediately before the first day that you take paid family or medical leave.

Family member means your spouse, domestic partner, child, parent, or parent of your spouse or domestic partner; a person who stood in loco parentis to you when you were a minor; or your grandchild, grandparent, or sibling.

Covered service member means:

- A member of the armed forces, including a member of the National Guard or Reserves, who is:
 - Undergoing medical treatment, recuperation, or therapy;
 - Otherwise in outpatient status; or
 - Is otherwise on the temporary disability retired list for a serious injury or illness that was incurred by the member in the line of duty on active duty in the armed forces, or a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces; **or**
- A former member of the armed forces, including a former member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for:
 - A serious injury or illness that was incurred by the member in line of duty on active duty in the armed forces; or
 - A serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the armed forces and manifested before or after the member was discharged or released from service.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical facility, or continuing treatment by a health care provider. To qualify as "continuing treatment," the patient must either be incapacitated for more than three consecutive full calendar days, incapacitated due to pregnancy or prenatal care, or incapacitated due to a chronic serious health condition that requires periodic treatment and continues over an extended period of time.

Intermittent Leave

If medically necessary, you may take PFML intermittently or on a reduced schedule basis:

- To care for your own, a family member's, or a covered service member's serious health condition.
- Because of a qualifying exigency related to your family member who is on active duty or has been notified of an impending call or order to active duty.

If leave is taken for the birth, adoption, or placement of a child, you may only take leave intermittently or on a reduced schedule basis if you and the Company agree.

Interaction with Other Laws

PFML will run concurrently with any leave for which you may be eligible under the federal Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA).

Notice

Where the need for leave is foreseeable at least 30 days in advance, you must provide at least 30 days' written notice. If the need for leave is not foreseeable at least 30 days in advance, you must give notice as soon as practical under the circumstances.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment, you must consult with the Company in advance of your application for benefits and make a reasonable effort to schedule treatment so as to not unduly disrupt the Company's operations, subject to the approval of your health care provider.

Failure to provide appropriate notice may result in the delay or denial of leave, where consistent with Massachusetts law.

Claims

To obtain PFML benefits, you must file an application for benefits with Alera Group's insurance partner. You must provide notice to the Company prior to filing your application for benefits. Alera Group's insurance partner will accept an application up to 60 days prior to the anticipated leave start date. All applications must be supported by a certification showing that the leave is for a qualifying reason. Applications and other forms are available from the Company. You should be notified by Alera Group's insurance partner of the approval or denial of your application within 14 calendar days.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Continuation of Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken PFML. If you use paid time off to cover part or all of PFML leave, the employee portion of any premiums will continue to be paid through payroll deductions. If you are not using paid time off to cover part or all of PFML leave, you will be responsible for remitting your portion of health premiums to the Company in order to ensure continuation of benefits.

Reinstatement

Upon return from covered PFML, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit and seniority credit as of the date of leave. However, the Company reserves the right to deny

reinstatement if other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave.

Benefit Amount

No family or medical leave benefits are payable during the first seven calendar days of an approved initial claim for benefits, and this initial waiting period will count against the total available period of leave in a benefit year. Where the approved claim involves leave on an intermittent or reduced leave schedule, the wait period will be seven consecutive calendar days, not the total accumulation of seven days of leave.

Supplementing PFML Benefits with Accrued Paid Leave

If you are receiving PFML benefits, you may supplement, or "top off," your PFML benefits with any accrued paid leave (sick time, vacation, paid time off, personal time, etc.), provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. If you choose to supplement your PFML benefits in this way, the combined weekly sum of PFML benefits and employer-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). The IAWW is the average amount you earned per week in the two quarters when you earned the most money (or the one quarter with the most money if you only worked in two or fewer quarters).

Domestic Violence Leave

Alera Group provides up to 15 days of unpaid leave per rolling 12-month period to victims of abusive behavior, domestic violence, sexual assault, kidnapping, and/or stalking, and certain family members, for purposes directly related to the abusive behavior. These purposes may include seeking legal or medical services, counseling, or victim's services; securing housing; obtaining a protective order; appearing in court or before a grand jury; or addressing other issues directly related to the abusive behavior against the victim or family member of the victim.

You may take domestic violence leave if you are a victim of abusive behavior, or due to the abuse of a covered family member, including your spouse/partner, parent, child, sibling, grandparent or grandchild, or persons in a guardian relationship. Perpetrators or accused perpetrators of abuse are not entitled to domestic violence leave.

Before taking domestic violence leave, you must exhaust all of your accrued paid time off, including but not limited to sick time, vacation days, and personal time. You must provide advance notice of your need for leave whenever possible; however, this requirement does not apply if you or a covered family member faces imminent danger to you or your family member's health or safety. Should you be unable to provide advance notice based on a risk of imminent danger, you must notify your Manager within three business days that the time off was related to domestic violence. Should you be unable to notify the Company, a family member, counselor, clergy, or assisting professional may do so on your behalf.

The Company may require documentation supporting your claim for domestic violence leave. Such documentation can consist of a protective order or other court document, police report, police witness statement, documents reflecting the perpetrator's conviction or admission of guilt, documentation of medical treatment, and/or a victim advocate, counselor, social worker, health care worker, member of the clergy, or other assisting professional's sworn statement. In lieu of these documents, you may also submit your own sworn signed statement. Any documentation supporting the need for domestic violence leave must be submitted within 30 days of your last date of absence.

While the leave may not be paid, you are entitled to return to the same or a substantially equivalent position once your leave has ended. You will not be terminated, retaliated against, or receive a reduction in benefits based on your use of domestic violence leave. All information related to the leave will be kept in the strictest confidence.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with the Massachusetts Earned Sick Time Law.

Parental Leave

Alera Group provides up to eight weeks of unpaid leave in a 12-month period to employees for the birth or adoption of a child. You must work full time and have three consecutive months of employment with the Company to qualify for this leave.

You must provide at least two weeks' notice of the anticipated date of departure and the date you intend to return, or provide notice as soon as practicable if there are reasons beyond your control.

You will be placed in your original job or an equivalent job with equivalent pay and benefits upon return from leave. You will not lose any benefits that accrued before leave was taken.

Federal FMLA leave and Massachusetts parental leave run concurrently and cannot be used consecutively if leave is covered under both laws.

Small Necessities Leave

Pursuant to the Massachusetts Small Necessities Leave Act, Alera Group will provide eligible employees with up to 24 hours of unpaid leave during any 12-month period for the following reasons:

- To participate in school, Head Start, and day care activities directly related to the educational advancement of your child, including parent-teacher conferences or interviewing for a new school.
- To accompany your child to routine medical or dental appointments, including check-ups or vaccinations.

- To accompany your elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, including interviewing at nursing or group homes.

Leave may be taken intermittently or on a reduced leave schedule. You are eligible for small necessities leave if you have worked for Company for 12 months, either consecutively or nonconsecutively, and worked at least 1,250 hours in the previous 12-month period. If the need for leave is foreseeable, you must provide seven days' notice. Otherwise, provide notice as soon as possible. You may also be required to submit certification verifying the reason for the leave. You may elect to use available paid leave as appropriate in place of unpaid leave.

Michigan Policies

Social Security Number Privacy

All employees must provide Alera Group with their Social Security numbers (SSNs) for the Company to satisfy payroll, state, and federal tax and insurance coverage requirements. Consistent with Michigan law, the Company takes reasonable steps to maintain the confidentiality of SSNs.

All documents and records containing SSNs and personal identification information are kept in a secure environment. Only authorized personnel with a legitimate business need may access records and documents (both internal and external) that contain employee SSNs and identification information.

In addition to the Company's policy protecting against the disclosure of confidential information, employees are prohibited from accessing, viewing, or using other employees' Social Security information maintained by the Company unless authorized and for lawful purposes.

When necessary, documents containing the SSNs of employees will be properly destroyed through shredding or other means before disposal.

Any employees who unlawfully or without authorization access Social Security data will be disciplined up to and including termination of employment and may be referred to authorities for possible prosecution.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Michigan's Earned Sick Time Act.

Minnesota Policies

Bone Marrow Donation Leave

Alera Group will provide eligible employees with up to 40 hours of paid leave to undergo medical procedures to donate bone marrow.

Eligibility

To be eligible for bone marrow donation leave, you must work at least 20 hours per week.

Notice and Documentation

To obtain leave under this policy you must provide reasonable notice of the need for leave and submit verification from a physician detailing the purpose and length of the leave requested. If there is a medical determination that you do not qualify as a donor, the paid leave of absence provided to you prior to that medical determination will not be forfeited.

Earned Sick and Safe Leave

Alera Group provides paid sick and safe leave to eligible employees in accordance with Minnesota's Earned Sick and Safe Time law.

Eligibility

To be eligible for sick and safe leave, it must be anticipated that you will perform at least 80 hours of work in a year for the Company in Minnesota.

Reasons for Leave

Sick and safe leave may be taken for the following reasons:

- Your own mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical or health care.
- To care for a family member with a mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a physical illness, injury, or health condition; or need for preventive medical or health care.
- To make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.
- An absence due to you or your family member being the victim of domestic abuse, sexual assault, or stalking, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by the domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- The closure of your place of business due to weather or other public emergency or your need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
- Your inability to work or telework because you are:
 - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and you have been exposed to a communicable disease or the Company has requested a test or diagnosis.
- When it has been determined by the health authorities having jurisdiction or by a health care professional that you or your family member's presence in the community would jeopardize the health of others because of you or your family member's exposure to a communicable disease, whether or not you or your family member has actually contracted the communicable disease.

Family member means:

- Your child, including foster child, adult child, legal ward, child for whom you are legal guardian, or child to whom you stand or stood in loco parentis;
- Your spouse or registered domestic partner;
- Your sibling, stepsibling, or foster sibling;
- Your biological, adoptive, foster, or step parent, or a person who stood in loco parentis to you when you were a minor child;
- Your grandchild, foster grandchild, or step-grandchild;
- Your grandparent or step-grandparent;
- A child of your sibling;
- A sibling of your parents;
- A child-in-law or sibling-in-law;
- Any of the family members listed above of your spouse or registered domestic partner;
- Any other individual related to you by blood or whose close association with you is the equivalent of a family relationship; and
- Up to one individual annually designated by you.



Amount of Leave and Usage

Eligible employees will be provided 80 hours of sick and safe leave on their first day of employment and at the beginning of each leave year. For purposes of this policy, the leave year is a calendar year.

You may use sick and safe leave immediately. The smallest increment of leave you may take is 15 minutes. Unused leave is not carried over to the next leave year.

Compensation

You will be compensated for sick and safe leave at your base rate of pay.

Notice

If the need for leave is foreseeable, you must provide at least seven days' notice to your manager. If unforeseeable, provide notice as soon as practical. Notice should include the expected length of the absence, if known.

Documentation

If you use sick and safe leave for more than three consecutive days, you may be required to provide reasonable documentation that the leave is being used for a covered purpose. Information obtained related to your request for leave will be treated as confidential and will not be disclosed unless you consent or it is required under applicable law.

Restoration

Upon return from leave, you will be returned to employment at the same rate of pay you were receiving when leave commenced, plus any automatic adjustments in your pay scale that occurred while you were on leave. You will also retain all accrued pre-leave benefits of employment and seniority as if there had been no interruption in service.

Interaction with Other Leave

Sick and safe leave will run concurrently with other types of leave when permitted under applicable law.

Payment upon Termination

You will not be paid for any unused sick and safe leave when your employment ends.

Reinstatement of Leave upon Rehire/Transfer

The Company will reinstate unused sick and safe leave if you separate and are rehired within 180 days.

If you transfer to another division, entity, or location within Minnesota, but remain employed

by the Company, you are entitled to use all available sick and safe leave from the prior division, entity, or location.

Healthcare Benefits

Your health insurance will be maintained while you are on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost during your leave.

Workplace Notice

The Company is required to provide you with a copy of the *Earned Sick and Safe Time Employee Notice*. A copy of the notice is attached as an addendum at the end of this section.

Election Judge Leave

Alera Group will provide employees who are selected to serve as election judges with paid leave to fulfill the duties of their role. The Company may reduce your salary or wages by the amount you were paid by the appointing authority when missing work to serve as an election judge.

You must provide at least 20 days' written notice of your need to take leave. Notice must be accompanied by certification from the appointing authority stating the hours you will be absent from work.

The Company may restrict the number of employees to be absent from work for the purpose of serving as election judges to no more than 20% of the total workforce at any single worksite.

Isolation and Quarantine Leave

Alera Group provides up to 21 days of unpaid leave to eligible employees who need to isolate or quarantine in accordance with Minnesota law.

You are eligible for leave if you are subject to isolation or quarantine, or if you are caring for a minor or disabled vulnerable adult family member who is subject to isolation or quarantine, because of:

- A directive from the commissioner of health;
- An order of a federal quarantine officer;
- A state or federal court order; or
- A written recommendation of the commissioner (or their designee).

Provide notice of your need for leave as soon as practical.

Leave for Victims of Harassment or Domestic Violence

Alera Group will provide employees who are victims of harassment or domestic abuse, or whose family or household member is the victim of domestic abuse, with reasonable time off for certain qualifying reasons.

Eligibility

All employees are eligible for this leave.

Leave Usage

Leave may be taken for the following reasons:

- In the case of harassment, to obtain a restraining order against the harasser; or
- In the case of domestic abuse, to obtain an order of protection for yourself or your family or household member.

Family or household member means your spouse or former spouse, your parents and children, a person related to you by blood, a person who currently resides with you or has resided with you in the past, a person with whom you have a child in common, regardless of whether you were married or lived together, or any person with whom you are involved in a significant romantic or sexual relationship. In addition, this term refers to a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Notice

Except in the case of imminent danger to your health and safety or that of your family or household member, you must provide at least 48 hours' advance notice of your need for leave. You may be required to provide documentation showing evidence of your need for leave.

Compensation

Leave under this policy is unpaid; however, you may substitute any applicable paid leave for all or a portion of your unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Confidentiality

Information about your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace.

Military Ceremony Leave

Alera Group will provide up to one day of unpaid leave for employees to attend a send-off or homecoming ceremony for an immediate family member ordered into or returning from active service unless it would unduly disrupt Company operations. **Immediate family member** means your grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée.

You must provide reasonable notice of your need to take leave.

Military Family Leave

Alera Group will provide reasonable unpaid leave (up to two consecutive days or six days in a calendar year) for eligible employees to attend the following kinds of events related to the military service of their spouse, parent, or child:

- Departure or return ceremonies for deploying or returning military personnel or units;
- Family training or readiness events sponsored or conducted by the military; and
- Events held as part of official military reintegration programs.

To be eligible for this leave, you must be invited or called on by proper military authorities to attend one of the above-listed types of events.

You must provide reasonable notice of your need to take leave.

Military Injury or Casualty Leave

Alera Group will provide up to 10 days of unpaid leave to employees whose immediate family member was injured or killed while on active duty with the U.S. Armed Forces.

Immediate family member means your parent, child, grandparent, sibling, or spouse.

Provide notice of your need for leave as soon as practical.

Political Leave

Alera Group will provide eligible employees with unpaid leave to:

- Attend any meeting of the state central committee or executive committee of a major political party (provided they are a member of the committee); or
- Attend any convention of major political party delegates, including meetings of official convention committees (provided they are a delegate or alternate delegate to that convention).

You must provide at least 10 days' written notice of your intent to take leave.

Pregnancy and Parenting Leave

Alera Group provides eligible employees with up to 12 weeks total of unpaid pregnancy or parenting leave in accordance with the Minnesota Pregnancy and Parenting Leave Act (MPPLA).

Eligibility

All employees are eligible for pregnancy and parenting leave.

Use of Leave

MPPLA leave is available to biological or adoptive parents in conjunction with the birth or adoption of a child. A **child** is a person under the age of 18 or is under the age of 20 but still attending a secondary school. Leave must start within 12 months of the birth or adoption; however, if the child remains in the hospital longer than the mother, leave must begin within 12 months after the child leaves the hospital (parenting leave).

MPPLA leave is also available to eligible female employees for prenatal care or for incapacity due to pregnancy, childbirth, or related health conditions and will begin at the time you request (pregnancy leave).

Interaction with FMLA

MPPLA leave and FMLA leave run concurrently, which means the leave provided by each individual law will count against your entitlement under both laws. However, if you take FMLA leave for unrelated reasons (such as a back injury not caused by pregnancy), you will still be entitled to 12 weeks of leave for pregnancy-related illness and parental leave.

Return to Work

After leave, you will be returned to your former position or to a position of comparable duties, number of hours, and pay. However, if during such leave the Company experiences a layoff and you would have lost your job had you not been on leave, you will not be reinstated. In this situation, you will retain all rights under the Company layoff and recall system.

Upon agreement with the Company, you may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period.

Notice

You must provide reasonable advance notice of the dates leave will begin and the estimated amount of leave that will be taken. If the leave is for more than one month, you must notify your Manager at least two weeks prior to returning from such leave.

Substitution of Paid Leave

The amount of MPPLA leave will be reduced by any paid leave provided by the Company, including disability, personal, medical, or sick leave, or accrued vacation time, so the total leave (MPPLA leave plus paid leave) is not more than 12 weeks, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

MPPLA will not be reduced for any period of paid or unpaid leave taken for prenatal care medical appointments.

Benefits

The Company will continue to provide insurance coverage under any group insurance policy, group subscriber contract, or health care plan to you and your dependents as if you were not on leave. However, during the leave period, you must continue to pay your share of the cost of benefits. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family if you do not return to work at the end of your approved leave period, unless the continuation, recurrence, or onset of a serious health condition or other circumstances beyond your control prevent your return.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Public Official Leave

Alera Group will provide employees who have been elected to public office with unpaid leave to attend meetings required by the public office.

Provide as much notice as possible of when you will need to be absent from work to attend meetings. The Company will make an effort to allow you to make up the missed work time.

School Conference and Activities Leave

If eligible, Alera Group will provide you with up to 16 hours of unpaid leave in a 12-month period to attend school conferences or activities related to your child, if those conferences or activities cannot be scheduled outside your regular work hours. If your child receives childcare services or attends a prekindergarten regular or special education program, you may use this leave time to attend a conference or activity related to your child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled outside your regular work hours.

If leave cannot be scheduled outside your regular work hours and the need for the leave is foreseeable, you must provide reasonable prior notice and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the Company.

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is defined in the employer's handbook policy.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason, follow the process outlined in the employer's handbook policy.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time,

they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box at the left to receive this information in this language.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumintigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqaan haddiiaad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວສາລານ	ອະກະຊາຍນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້ອງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለተግባርን በሚያስከትል አስፈላጊ መረጃ የያዘ ነው፡፡ ይህንን ደብዳቤን በተግባሩ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጠን ከፈለጉ በዛው በተግባሩ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ፡፡
Karen / ကညီကျိာ်	လံာ်တၢ်လံာ်မိတ်ခါအဲဉ်ဟ့ုန့ုတၢ်ဂ့ၢ်တၢ်ကွၢ်အကါဒိုၣ်လၢအဘၣ်သးဒီးန့ုတၢ်ဖဲတၢ်မၤန့ၢ်လီၤ. ဝဲါန့ၢ်တၢ်အဲဉ်လၢအစ့ၣ်တက့ၢ်လၢတၢ်ကဆံးန့ၢ်တၢ်ဂ့ၢ်တၢ်ကွၢ်လၢကွၢ်တၢ်အဲဉ်အဲဉ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.

Mississippi Policies

[none]

Missouri Policies

Domestic/Sexual Violence Leave

In accordance with Missouri law, Alera Group will provide eligible employees with up to two weeks of unpaid domestic/sexual violence leave in any 12-month period.

Eligibility

You are eligible for leave if you are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence.

Leave Usage

You may use leave available under this policy to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence to you or your family or household member;
- Obtain services from a victim services organization for you or your family or household member;
- Obtain psychological or other counseling for you or your family or household member;
- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase your safety or the safety of your family or household member from future domestic or sexual violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure your health and safety or the health and safety of your family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

For purposes of this policy:

- Family or household member means your spouse, parent, child, other person related by blood or by present or prior marriage, other person who shares a relationship through a child, and persons jointly residing with you in the same household.
- Parent means your biological parent or someone who stood in loco parentis of you when you were younger.
- Child means your biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person for which you are standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence

Leave under this policy may be taken intermittently or on a reduced work schedule.

Notice

You must provide at least 48 hours' advance notice of your intent to take leave under this policy unless doing so is not practical. If an unscheduled absence occurs, the Company will not take any action against you if you provide the certification described below within a reasonable time after the absence.

Certification

When requesting leave under this policy, you may be required to provide certification that you or your family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes listed above. You must provide such certification within a reasonable time after it is requested.

You may satisfy the certification requirement by providing the Company with a sworn statement accompanied by:

- 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 you or your family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

Health Insurance

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage.

If you fail to return from leave at the conclusion of your leave entitlement, the Company may recover any premium that the Company paid for maintaining coverage for you and/or your family or household member. This does not apply in situations where your failure to return was based on:

- The continuation, recurrence, or onset of domestic violence, sexual violence, abuse, a sexual assault, or human trafficking that entitled you to leave under this policy; or
- Other circumstances beyond your control.

If you claim you are unable to return to work due to one of the reasons listed above, you may be required to provide documentation supporting the need for your absence. This may include:

- Your sworn statement;
- 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 you sought assistance in addressing domestic or sexual violence and the effects of such violence;
- A police or court record; or

- Other corroborating evidence.

Reinstatement

Upon return from leave, you will be reinstated to your original position or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. You will not lose any benefits that accrued before leave was taken.

Confidentiality

The Company will treat information provided under this policy as confidential and will not disclose such information unless agreed to in writing by you or required by law.

Accommodations for Victims of Domestic/Sexual Violence

Alera Group will provide a reasonable safety accommodation for employees who are victims of domestic or sexual violence, or who have family or household members who are victims of domestic or sexual violence, provided the accommodation would not pose an undue hardship on Company business.

Reasonable safety accommodation means an adjustment to a job structure, workplace facility, or work requirement which may include, but is not limited to:

- Transfer or reassignment;
- Modified work schedule;
- Change in work telephone number, email address, or workstation;
- Installed locks;
- Implementing safety procedures; or
- Assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence.

If you require a safety accommodation, notify your Manager. You may be required to provide documentation verifying that you are a victim of domestic or sexual violence. This requirement may be satisfied by providing the Company with documents such as a police report, court order, or written statement.

After receiving your request for a safety accommodation, the Company will work with you to explore potential accommodations. Any urgent circumstances or danger facing you or your family or household member will be considered in determining whether the accommodation is reasonable. The Company encourages you to suggest specific accommodations that you believe would be effective. However, the Company is not required to make any requested accommodation and may provide an alternative accommodation that can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who are victims of domestic or sexual violence or who request an accommodation in accordance with this policy.

Montana Policies

Leave of Absence for Public Officials

Alera Group will provide employees who have been elected or appointed to a city, county, or state public office with an unpaid leave of absence of up to 180 days per year while they are performing public service.

You must provide written notice of your need to take leave as soon as practical.

You must make arrangements to return to work within 10 days following the completion of the service for which leave was granted unless you are unable to do so because of illness or a disabling injury certified to by a licensed physician.

Upon return from leave, you will be restored to your previous position with the same seniority, status, compensation, hours, locality, and benefits that existed immediately prior to the leave of absence.

Nebraska Policies

Election Worker Leave

Alera Group will provide employees who have been appointed as election workers with paid leave for hours missed from work while performing their duties. Election worker means a judge or clerk of election, a precinct or district inspector, a canvassing board member, or any other election worker in any county.

You must provide reasonable notice of your need to take leave. Reasonable notice will be waived if you are appointed to serve as a judge or clerk of election to fill vacancies on Election Day.

Election worker leave is paid; however, the Company may reduce your pay for each hour of work missed by an amount equal to the hourly compensation you received from the county for your service. If you perform shift work and are required to serve as an election worker for eight or more hours, you will also be entitled to paid leave for any shift work scheduled in the eight hours prior to and the eight hours following the hours you are required to serve.

Family Military Leave

Alera Group provides up to 30 days of unpaid family military leave to employees who are the spouse or parent of a person called to military service. The leave must be taken during the time the federal or state deployment orders are in effect.

To be eligible for family military leave, you must:

- Have worked for the Company for at least 12 months;
- Have worked for at least 1,250 hours during the 12-month period immediately preceding the start of family military leave; and
- Be the spouse or parent of a person called to military service, by the State of Nebraska or the United States, lasting 179 days or longer.

If you need to take family military leave, notify your Manager as soon as practicable. If the leave is for five or more consecutive workdays, you must provide at least 14 days' notice. Consult with your Manager to schedule the leave so as not to unduly disrupt the operations of the Company. You may be required to provide certification from the proper military authority to verify your eligibility for leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking family military leave, and such paid time off will run concurrently with the leave afforded under this policy.

Upon returning from family military leave, you will be restored to your previous position or to a position with equivalent seniority status, employee benefits, pay, and other conditions of employment.

During family military leave, you will be able to continue your health insurance benefits at your own expense.

Nevada Policies

Overtime

Overtime applies to non-exempt Colleagues as described in the core handbook, with the addition of the following in Nevada:

If you make less than one and one-half times the applicable minimum wage rate, you will be paid one and one-half times your regular rate of pay for time worked over 40 hours in a workweek or more than eight hours in a workday, unless otherwise exempted. If you make more than one and one-half times the applicable minimum wage rate, you will be paid one and one-half times your regular rate of pay for time worked over 40 hours in a workweek, unless otherwise exempted.

Leave for Victims of Domestic Violence and Sexual Assault

Alera Group provides eligible employees with up to 160 hours of unpaid victim leave in a 12-month period in accordance with Nevada's leave law for victims of domestic violence and sexual assault.

Eligibility

To be eligible for victim leave, you must:

- Be employed by the Company for at least 90 days; and
- Be a victim of domestic violence or sexual assault or have a household or family member who is the victim of domestic violence or sexual assault.

Reasons for Leave

Victim leave may be taken for one or more of the following reasons:

- The diagnosis, care, or treatment of a health condition related to domestic violence or sexual assault committed against you or a member of your family or household;
- To obtain counseling or assistance related to domestic violence or sexual assault committed against you or a member of your family or household;
- To participate in any court proceedings related to an act of domestic violence or sexual assault committed against you or a member of your family or household; or
- To establish a safety plan, including any action to increase your safety or the safety of a member of your family or household, from a future act of domestic violence or sexual assault.

Leave Usage

Victim leave must be used within the 12 months immediately following the date on which the domestic violence or sexual assault occurred. Leave may be used consecutively or intermittently.

Victim leave will run concurrently with other leaves where permissible under applicable law.

Notice

You must provide reasonable advance notice of the need for leave unless you are prevented from doing so because of imminent danger to your health or safety or danger to the health or safety of a family or household member. After taking victim leave, you must provide at least 48 hours' advance notice of the need to use additional hours of leave. Victim leave is unpaid; however, you may elect to use any available paid leave time.

Documentation

You may be required to provide documentation supporting your need for leave.

Documentation may include, but is not limited to:

- A police report.
- A copy of an application for an order for protection.
- An affidavit from an organization that provides services to victims of domestic violence.
- Documentation from a physician.

Confidentiality

The Company will take all reasonable steps to keep confidential all information relating to your request for victim leave.

Leave to Attend Juvenile Court

Alera Group will provide unpaid leave to employees who need to attend court with or on behalf of a child. To be eligible for this leave, you must be the parent or guardian of the child.

You must provide advance verbal notice of your need for leave as soon as practical. In the case of a detention hearing, you must provide the Company with a certificate of attendance immediately upon your return to work. For any hearing after the initial detention hearing, you must provide a copy of the written notice of hearing prior to attending the hearing.

Legislative Leave

Alera Group will provide employees who serve as state legislators with unpaid leave, provided they are members, to attend the following:

- Meeting of the legislative commission or subcommittee of the legislative commission.

- Meeting of the interim finance committee, other legislative committee, or other subcommittee created by statute.
- Meeting of an interim committee that conducts a study or investigation under Nev. Rev. Stat. § 218E.200 or other legislature-established committee conducting an interim study.
- Meeting of a non-legislative committee, if the employee's membership in the committee is in the employee's official capacity as a legislator.

You must provide written notice of your need to take leave as soon as practical.

School Conference and Emergency Leave

Alera Group will provide unpaid leave to employees who are the parent, guardian, or custodian of a child who is enrolled in a public or private school to:

- Attend a conference requested by an administrator at the child's school; or
- Respond to an emergency regarding their child that occurs during the workday.

You must provide notice of your need for leave as soon as practical.

School Visitation Leave

Alera Group will provide up to four hours of leave during any school year to employees who are the parent, guardian, or custodian of a child who is enrolled in a public or private school to:

- Attend parent-teacher conferences.
- Attend school-related activities during regular school hours.
- Volunteer or otherwise be involved at the school in which your child is enrolled during regular school hours.
- Attend school-sponsored events.

Leave will be granted for each child who is enrolled in public or private school. The smallest increment of leave you may take is one hour.

You must provide a written request for leave at least five school days before leave is to be taken.

You may be required to provide documentation verifying that during the time of leave, you did attend or were otherwise involved in an eligible school-related activity.

Time off under this policy will be without pay; however, exempt employees may receive pay for partial day absences, as required by applicable law.

New Hampshire Policies

Meal and Rest Periods

The Company will provide any employees working more than five consecutive hours an unpaid break of at least 30 minutes.

Paid Family and Medical Leave

New Hampshire Paid Family and Medical Leave (NH PFML) is a voluntary insurance plan where NH employers and eligible NH workers can purchase NH PFML insurance providing 60% wage replacement (up to the Social Security wage cap) for up to 6 weeks per year for absences from work for covered common life events.

Alera Group provides an equivalent plan to employees through the Short Term Disability benefit and Paid Family Leave benefit, therefore individuals will not be eligible to purchase an individual plan.

For additional information on the Alera Group disability plan and paid family leave plan, contact HR or your Manager. Learn more about the New Hampshire Paid Family and Medical Leave law from the New Hampshire Paid Family and Medical Leave Plan website (<https://www.paidfamilymedicalleave.nh.gov/>).

New Jersey Policies

Bone Marrow and Organ Donation Leave

Alera Group will provide employees with up to 26 weeks of leave for organ or bone marrow donation.

Leave under this policy is generally unpaid; however, you may be eligible for partial wage replacement benefits through New Jersey's Temporary Disability Benefits Law.

The Company may request proof of your need for leave in accordance with applicable law.

Upon return from leave, you will be restored to your previous position or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

Family Leave

Alera Group provides eligible employees up to 12 weeks of unpaid, job-protected leave under certain circumstances in accordance with the New Jersey Family Leave Act (NJFLA).

Eligibility

To qualify for NJFLA leave, you must have:

- Worked for the Company for at least 12 months; and
- Worked at least 1,000 hours during the immediately preceding 12 months.

Leave Entitlement

Eligible employees may take up to 12 weeks of unpaid NJFLA leave in a 24-month period. The 24-month period is measured rolling backward from the date leave is used, and leave may be used for any of the following reasons:

- The birth of a child and to care for such child (leave must be completed within one year of the child's birth).
- The placement of a child with you for adoption or foster care and to care for the newly placed child (leave must be completed within one year of the child's placement).
- To care for a family member with a serious health condition.
- Where a state of emergency is declared by the Governor or is considered necessary by the Commissioner of Health or other public health authority, due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 - Requires in-home care or treatment of your child due to the closure of the school or place of care, by order of a public official due to the epidemic, or other public health emergency;

- Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by the epidemic or exposure because the presence of a family member for whom you provide care would jeopardize the health of others in the community; or
- Results in the recommendation of a health care provider or public health authority that a family member for whom you provide care voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community would jeopardize the health of others.

Child means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

Family member means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to you, and any other individual that has a close association with you, which is the equivalent of a family relationship.

Parent means a person who is the biological parent, adoptive parent, foster parent, resource family parent, stepparent, parent-in-law, or legal guardian who has a "parent-child relationship" with a child as defined by law, or has sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

Serious health condition means an illness, injury, impairment, or physical or mental condition requiring:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Continuing medical treatment or continuing supervision by a health care provider.

Leave taken because of the birth or placement for adoption of a child may begin at any time within a year after the date of the birth, or placement for foster care or adoption.

Intermittent or Reduced Schedule Leave

You may take NJFLA leave:

- As a single block of time.
- By reducing your normal work schedule for no more than 12 consecutive months for any one period of leave.
- Intermittently in increments lasting at least one week, but less than 12 weeks in a consecutive 12-month period, when medically necessary.

You must make a reasonable effort to schedule leave so as not to unduly disrupt business operations.

Where intermittent leave is taken, you may be required to transfer to an alternative position

having the equivalent pay and benefits and which better accommodates recurring periods of leave.

Interaction with Other Laws

If you are eligible for leave under both the federal Family and Medical Leave Act (FMLA) and the NJFLA, your leaves under both will run concurrently.

Layoffs

If you have been laid off due to a state of emergency, you may receive credit (as if you had worked) for up to 90 calendar days toward the 12-month base period for purposes of calculating eligibility for leave.

Outside Employment

During your leave you may not perform services on a full-time basis for any person you did not provide those services to immediately prior to starting your leave.

Notice of Leave

Except where emergency circumstances warrant shorter notice, you must provide notice for NJFLA leave as follows:

- When taking intermittent or reduced leave to:
 - Care for or bond with a child or care for a family member with a serious health condition, at least 15 days' notice.
 - Care for a family member due to an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent the spread of a communicable disease, as soon as practical.
- When taking consecutive leave to:
 - Care for or bond with a child, at least 30 days' notice.
 - Care for a family member with a serious health condition or to care for a family member due to an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent the spread of a communicable disease, as soon as practical.

Notice must be written except under emergency circumstances. In emergency circumstances, provide notice as soon as possible.

Documentation

When requesting leave, you may be required to sign a form attesting that you are taking family leave for a qualifying reason. Your refusal to sign the form may result in your leave being denied.

In addition to the form, you may also be asked to provide specific information related to your need for leave:

- Where family leave is for the birth or placement of a child: The date of birth or date of placement, whichever is appropriate.

- Where family leave is for a serious health condition of a family member: The approximate date on which the serious health condition commenced, the probable duration of the condition, and the medical facts within the healthcare provider's knowledge showing that the condition meets the criteria of a serious health condition.
- Where family leave is to care for a family member who is isolated or quarantined:
 - When a healthcare provider or public health authority recommends that a family member in need of your care voluntarily undergo self-quarantine: The date of the recommendation, the probable duration of the condition, and medical or other facts within the healthcare provider or public health authority's knowledge regarding the condition.
 - When a public health authority issues a determination requiring or imposing responsive or prophylactic measures as a result of an illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of your care would jeopardize the health of others: The date of issuance of the public health authority's determination and the probable duration of the determination.
 - Where family leave is to provide in-home care or treatment due to the closure of your child's school or place of care, where such closure is by order of a public official due to an epidemic or other public health emergency: Certification from the school or place of care showing the date on which the closure started and the reason for such closure.

Key Employees

Key employees may be denied NJFLA leave if the leave would cause "substantial and grievous economic injury" to Company operations. Key employees are defined as the highest-paid 5 percent of salaried employees in an organization, or as one of the seven highest-paid employees, whichever is greater.

This does not apply when the family leave is due to:

- A health care provider, the Commissioner of Health, or other authorized public official has ordered, directed, or recommended that the family member for which you provide care be isolated or quarantined; or
- The closure of a family member's place of care because of a state of emergency declared by the Governor or by order of the Commissioner of Health or other authorized public official during an epidemic of a communicable disease, or a known or suspected exposure to a communicable disease.

Maintenance of Health Benefits

The Company will maintain your group health plan coverage during NJFLA leave on the same terms as if you had continued to work. If applicable, you must arrange to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums paid to maintain health coverage or other benefits for you and your dependents. Use of NJFLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Reinstatement

If you are returning from an authorized NJFLA leave, you will be reinstated to the same or a similar position, unless you are a key employee or unless the Company experiences a layoff during your leave and you would have been laid off if you had not been on leave. Unpaid family leave time is counted toward seniority for layoff purposes.

The Company is not required to permit a return to work prior to the pre-arranged expiration of the NJFLA leave if returns from other leaves are treated the same way, or if such early return will cause undue hardship on the Company.

Substitution of Paid Leave

Consistent with Company policies, you may be required to substitute certain earned paid leave time for unpaid family leave.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Family Leave Insurance

New Jersey's Family Leave Insurance (FLI) program provides eligible employees with up to 12 weeks (or up to 56 days for intermittent leave) of partial wage replacement benefits in a 12-month period during periods of unemployment for time taken:

- To care for or bond with a newborn child during the first 12 months after the child's birth. You, your domestic partner, or your civil union partner must be the baby's biological parent, or you must be the parent of the child pursuant to a valid gestational carrier agreement.
- To care for or bond with an adopted child or a child placed into foster care with you during the first 12 months after the child's placement.
- To care for a family member with a serious health condition.
- To care for a victim of domestic violence or a sexually violent offence or for a victim's family member.
- Where a state of emergency is declared by the Governor or is considered necessary by the Commissioner of Health or other public health authority, due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 - Requires in-home care or treatment of your child due to the closure of the school or place of care, by order of a public official due to the epidemic, or other public health emergency;
 - Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by the epidemic or exposure because

the presence of a family member for whom you provide care would jeopardize the health of others in the community; or

- Results in the recommendation of a health care provider or public health authority that a family member for whom you provide care voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community would jeopardize the health of others.

As used in this policy:

- **Family member** means your child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to you or with whom you have a close association that is the equivalent of a family relationship.
- **Child** means your biological, adopted, foster, or step child; your legal ward; or a child of your domestic partner or civil union partner. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

To be eligible for FLI coverage you must have worked for 20 or more calendar weeks in covered New Jersey employment and meet the minimum wage requirements of the state plan.

FLI provides a monetary benefit and is financed by worker payroll deductions. The FLI program does not offer a leave entitlement, and employees taking FLI-covered leave are not guaranteed job restoration under the FLI program.

FLI benefits may run concurrently with leave taken under the federal Family and Medical Leave Act or the New Jersey Family Leave Act where applicable.

To claim FLI benefits for leave taken to bond with a newborn or newly adopted or fostered child on a single continuous, non-intermittent basis, you must provide your Manager with at least 30 days' notice prior to beginning the family leave. Failure to provide this notice may result in a 14-day reduction in your maximum FLI benefits entitlement for the 12-month period, unless the need for leave time is unforeseeable or changes for unforeseeable reasons.

To claim FLI benefits for leave taken to bond with a newborn or newly adopted or fostered child on an intermittent basis, provide your Manager with at least 15 days' notice prior to beginning the intermittent family leave, unless the need for leave is due to an emergency or other unforeseen circumstance. You must make reasonable efforts to schedule the leave so as not to unduly disrupt the operations of the Company and, if possible, provide your Manager, prior to the commencement of intermittent leave, with a regular schedule of the days or days of the week on which the intermittent leave will be taken.

To claim FLI benefits for leave taken to care for a family member with a serious health condition on a continuous, non-intermittent basis, provide the Company with a reasonable amount of prior notice, unless the need for leave is due to an emergency or other unforeseen circumstance.

To claim FLI benefits for leave taken to care for a family member with a serious health condition on an intermittent basis, provide the Company with at least 15 days' notice prior to beginning the intermittent family leave, unless the need for leave is due to an emergency or other unforeseen circumstance.

The Company will not discriminate or retaliate against employees for requesting or obtaining FLI benefits.

You are responsible for filing your claim for benefits with the New Jersey Department of Labor. Eligibility for benefits and the maximum weekly benefit are determined by the state of New Jersey. For information about FLI benefits, including eligibility requirements or to file a claim, visit the New Jersey Department of Labor and Workforce Development website (<http://www.nj.gov/labor/>).

New Jersey SAFE Act Leave

In accordance with the New Jersey Security and Financial Empowerment Act (NJ SAFE Act), Alera Group provides up to 20 days of unpaid leave to employees who are victims of domestic violence or sexual assault, or whose family member is a victim.

Eligibility

To be eligible, you must have worked at least 1,000 hours during the immediately preceding 12-month period.

Use of Leave

You may use leave under the NJ SAFE Act for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to you or your family member.
- Obtaining services from a victim services organization for yourself or your family member.
- Obtaining psychological or other counseling for yourself or your family member.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of yourself or your family member.
- Seeking legal assistance or remedies to ensure your own health and safety or that of your family member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence.
- Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which you or your family member was a victim.

Family member means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual

related by blood to you, and any other individual that has a close association with you, which is the equivalent of a family relationship.

Child means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

Parent means a person who is the biological parent, adoptive parent, foster parent, resource family parent, stepparent, parent-in-law, or legal guardian who has a "parent-child relationship" with a child as defined by law, or has sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

Usage

You must use leave under the NJ SAFE Act in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day.

You may use any accrued paid vacation leave, personal leave, medical or sick leave, or any family temporary disability leave benefits during any part of the 20-day period of unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. The unpaid leave will run concurrently with any paid vacation leave, personal leave, medical or sick leave, or temporary disability benefits that you elect to use. If you request leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, or the federal Family and Medical Leave Act, the leave will count simultaneously against your entitlement under each respective law.

Notice

Provide reasonable written notice of the need for leave. The Company may require you to provide documentation supporting the need for leave. The Company will treat such documentation as confidential, unless disclosure is voluntarily authorized in writing by you or is authorized by a federal or state law, rule, or regulation.

Retaliation

The Company will not retaliate against employees for requesting or taking leave in accordance with this policy, or refusing to authorize the release of information deemed confidential under the NJ SAFE Act.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with New Jersey's Earned Sick Leave Law.

Temporary Disability Insurance

If you are unable to work for more than seven consecutive days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for temporary disability



insurance (TDI) benefits. TDI provides eligible employees with up to 26 weeks of partial wage replacement benefits in a year, as specified under the law.

TDI benefits are provided through a private plan, administered by Alera Group's insurance partner. The cost of your TDI coverage is funded according to state regulations. To file a claim for benefits, contact Alera Group's insurance partner, HR or your Manager. You must file a claim for benefits within 30 days of becoming disabled by submitting an application to Alera Group's administrator. If you file a claim more than 30 days after the start of your disability, all or some benefits may be forfeited.

For additional information on the Alera Group disability plan, contact HR or your Manager. Learn more about the New Jersey Temporary Disability Insurance law from the New Jersey Department of Labor and Workforce Development website (<http://www.nj.gov/labor/>).

New Mexico Policies

Domestic Abuse Victim Leave

If you, or one of your family members, are a victim of domestic abuse, Alera Group will provide you with up to 14 days of leave per calendar year, with a maximum of eight hours per day, for the purposes of:

- Obtaining a protection order or similar judicial relief.
- Meeting with law enforcement officials.
- Consulting with attorneys or district attorneys' victim advocates.
- Attending court proceedings.

As used in this policy, **family member** includes your minor child or a person for whom you are the legal guardian.

Time off under this policy is without pay; however, exempt employees will be paid in accordance with applicable law. You may choose to use any accrued sick leave or other available paid time off for leave under this policy, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. Health coverage and eligibility for other benefits will continue during the leave of absence.

If the need for domestic abuse leave is foreseeable, provide reasonable advance notice to your Manager. Where domestic abuse leave is taken in an emergency, you or your representative must provide notice within 24 hours of taking leave. You may be required to provide one of the following verifying the need for domestic abuse leave:

- A police report indicating that you or a family member was a victim of domestic abuse.
- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse; however, the document does not constitute a waiver of confidentiality or privilege between you and your advocate or attorney.
- A written statement from you indicating that the domestic abuse leave was taken for the purpose of obtaining an order of protection or other judicial relief from domestic abuse, to meet with law enforcement officials, to consult with attorneys or victim advocates, or to attend court proceedings related to the domestic abuse.
- The written statement of an attorney representing you, a district attorney's victim advocate, a law enforcement official, or a prosecuting attorney that you or your family member appeared or are scheduled to appear in court in connection with an incident of domestic abuse.

Information regarding domestic abuse leave will be kept strictly confidential and will only be disclosed with your consent or as required by law.

Isolation and Quarantine Leave

Alera Group provides unpaid leave to employees who need to isolate or quarantine in accordance with a court order. Provide notice of your need for leave as soon as practical.

Paid Sick Leave

Alera Group provides paid sick leave to eligible employees in accordance with New Mexico's Healthy Workplaces Act (HWA). The benefits and protections provided by this policy may not be waived.

Eligibility

All employees (including part time, exempt, seasonal, and temporary) who work in New Mexico are eligible for sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

- For your own or a family member's mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment; or need for preventive medical care.
- For meetings at your child's school or place of care related to the child's health or disability.
- For absences related to you or a family member being a victim of domestic abuse, sexual assault, or stalking, provided that leave is used to:
 - Obtain medical or psychological treatment or counseling;
 - Relocate;
 - Prepare for or participate in legal proceedings; or
 - Obtain other services related to the domestic abuse, sexual assault, or stalking.

Family member means your spouse or domestic partner or a person related to you or your spouse or domestic partner as:

- A biological, adopted, or foster child, stepchild, legal ward, or child to whom you stand in loco parentis.
- A biological, adoptive, or foster parent, stepparent, legal guardian, or a person who stood in loco parentis to you when you were a minor child.
- A grandparent.
- A grandchild.
- A biological, adopted, foster, or step sibling.
- A spouse or domestic partner of a family member.
- An individual whose close association with you or your spouse or domestic partner is the equivalent of a family relationship.

Domestic partner means an individual with whom another individual maintains a household and a mutual committed relationship without a legally recognized marriage.

Amount of Leave and Usage

Eligible employees will be provided 64 hours of sick leave at the beginning of each leave year. For purposes of this policy, the leave year is a calendar year. If you started employment after the beginning of the leave year, you will be provided a pro rata portion of the 64 hours for use in the remainder of the initial leave year as required by law.

You may use sick leave immediately. The smallest amount of sick leave you may take is 15 minutes. You may carry over up to 64 hours of unused sick leave to the following leave year; however, you may still only use 64 hours of sick leave per year.

You will not be required to find a replacement worker as a condition of being permitted to use sick leave and you will not be required to use other paid leave before using sick leave.

Compensation

You will be compensated for sick leave at your regular hourly rate and benefits.

Notice

If the need for leave is foreseeable, you must make a reasonable effort to provide notice before taking leave. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence. Notice may be written or verbal.

You must make a reasonable effort to schedule planned sick leave in a manner that does not unduly disrupt business operations.

Documentation

If you are absent for two or more consecutive days, you may be requested to provide reasonable documentation verifying that the leave is being taken for permitted purposes.

Reasonable documentation means documentation signed by a health care professional (not necessarily a doctor) indicating the sick leave taken is necessary.

For absences related to domestic abuse, sexual assault, or stalking, you may provide one of the following:

- A police report.
- A court-issued document.
- A statement signed by a victim services organization, clergy member, attorney, advocate, you, a family member, or any other person.



The signed statement does not have to be notarized or be in any particular format. It only needs to affirm you took sick leave for a permitted purpose. The statement does not have to be in English; it can be in your native language.

When documentation is required, you must timely provide it to the Company upon request. You must provide the documentation within 14 days of the date you return to work.

The Company will never require that the documentation explain the nature of any medical condition or the details of the domestic abuse, sexual assault, or stalking. Furthermore, the Company will not delay the use of sick leave because it has not yet received documentation.

All information and documentation received regarding your reasons for taking sick leave is confidential. The Company will not disclose this information except with your permission as necessary for validation of disability insurance claims, accommodations consistent with the federal Americans with Disabilities Act (ADA), as required by the Healthy Workplaces Act, or by court order.

Payment upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave upon Rehire

The Company will reinstate previously accrued, unused sick leave if you separate and are rehired within 12 months.

Transfers

If you are transferred to a separate division, entity, or location but are still employed by the Company, you are entitled to keep and use all sick leave you earned prior to transfer.

Change in Ownership of the Company

If a different employer succeeds or takes the place of the Company, if you remain employed by the successor employer, you will keep all accrued sick leave and may use it with the successor employer.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Collective Bargaining Agreements

The HWA does not pre-empt or override the terms of any collective bargaining agreement. The sick leave provided by this policy, in accordance with the HWA, is in addition to any paid time off provided by the Company pursuant to a collective bargaining agreement,



unless that paid time off provided may be used for the same purposes and under the same terms and conditions as the HWA.

New York Policies

Meal Periods

Alera Group strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal periods. Under New York law:

- Workers employed in, or in connection with, a factory are entitled to a 60-minute unpaid meal period between 11 a.m. and 2 p.m., and a 60-minute unpaid meal period midway between the beginning and end of any shift that starts between 1 p.m. and 6 a.m. and lasts more than six hours.
- Non-factory workers are entitled to a 30-minute unpaid meal period between 11 a.m. and 2 p.m. for shifts six hours or longer that extend over that period, and a 45-minute unpaid meal period midway between the beginning and end of a shift that starts between 1 p.m. and 6 a.m. and lasts more than six hours.
- All workers are entitled to an additional 20-minute unpaid meal period between 5 p.m. and 7 p.m. for workdays that extend from before 11 a.m. to after 7 p.m.

Applicable law also provides that the Company may limit meal periods to a minimum of 30 minutes as long as there is no indication of hardship to the employees.

You will not be required to work during your meal period unless otherwise permitted under applicable law.

Check with your Manager regarding procedures and schedules for meal periods.

The Company requests that employees accurately observe and record meal periods. If you know in advance that you may not be able to take your scheduled meal period or are not fully relieved of all duties, let your Manager know; in addition, notify your Manager as soon as possible if you were unable to take a meal period.

New York's Reproductive Health Bias Law

New York law prohibits an employer from discriminating against an employee's or a dependent's reproductive health decision-making, including the decision to use a particular drug, device, or medical service. The Company will not discriminate or retaliate against any employee based on the employee's reproductive health decision-making or that of the employee's dependent.

Accommodations for Victims of Domestic Violence

Alera Group will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time, unless such accommodation would cause an undue hardship on the Company.

Accommodations include reasonable time off to:

- Seek medical attention for injuries caused by domestic violence, including for a child who is the victim of domestic violence;

- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is the victim of domestic violence;
- Participate in safety planning or other action taken to increase safety from future incidents of domestic violence (e.g., temporary or permanent relocation); or
- Obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

A **victim of domestic violence** is any person who is older than 16, married, or is a parent accompanied by a minor child in a situation where the individual or minor child is the victim of an act committed by a family or household member in violation of New York penal law. The act must have resulted in actual physical or emotional injury or created a substantial risk of physical or emotional harm to the person or their child.

Notice

You must provide reasonable advance notice of your intention to take time off for the above reasons unless advanced notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you or your child was a victim of domestic violence;
- A court order protecting or separating you or your child from the perpetrator of the domestic violence;
- Other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you or your child underwent counseling or treatment for physical or mental injuries or abuse resulting from the domestic violence.

Confidentiality

The Company will maintain the confidentiality of any information regarding your status as a victim of domestic violence, except as required by federal or state law or as necessary to protect your safety in the workplace.

Compensation

The time off may be charged against any paid time off to which you are entitled, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. If you have no available paid time off, the time off may be treated as unpaid time.

Blood and Bone Marrow Donation Leave

Alera Group provides those employees who work an average of 20 or more hours per week:

- Up to three hours of unpaid leave in any calendar year to donate blood. You must give reasonable notice of at least three working days of your intent to take leave to

give blood. Provide documentation to your Manager immediately after such leave is taken.

- Unpaid time off, as determined by your physician, not to exceed 24 hours without Company approval to undergo a medical procedure to donate bone marrow. If you seek leave to donate bone marrow, you must provide verification from a physician setting forth the purpose and length of each leave required.

COVID-19 Sick Leave

If you are, or your minor dependent child is, subject to an individual order of mandatory or precautionary quarantine or isolation issued by New York State, the New York State Department of Health, a local board of health, or any other government entity authorized to issue such order due to COVID-19 (Individual Quarantine Order), you may be eligible for paid and/or unpaid leave in addition to paid family leave benefits (PFLB) and disability benefits (DB). This leave expires July 31, 2025.

Program Specifics

For the duration of the Individual Quarantine Order the Company is required to provide you with at least 14 days of **paid sick leave**.

Leave will be provided without the loss of any accrued sick leave.

Eligibility

You are not eligible for leave if you are deemed asymptomatic or have not yet been diagnosed with a medical condition and are physically able to work remotely or through other means while under an Individual Quarantine Order.

If you have returned to the United States after non-business-related travel to a country from which the Centers for Disease Control and Prevention (CDC) has issued a level two or three travel health notice, you are not eligible for these benefits if you were provided notice of the travel advisory, were warned that you would not be eligible for such benefits if you elected to travel to such countries, and chose to travel anyway. All employees in this category are entitled to use any accrued leave provided by the Company. If you do not have any accrued leave, you may use unpaid leave for the duration of the quarantine or isolation.

Restoration

Upon return from leave, you will be restored to the same position you held prior to the leave with the same pay and other terms and conditions of your employment.

How to Apply for Benefits

Information on how to apply for DB and/or PFLB when you are under an Individual Quarantine Order is available at <https://paidfamilyleave.ny.gov/if-you-are-quarantined-yourself#how-to-apply>.

Business Closure

If the Company temporarily closes or goes out of business due to COVID-19, you may not be eligible for the above-mentioned benefits and should immediately apply for unemployment insurance. The unemployment insurance benefits one-week waiting period has been waived. Information on how to file a claim can be obtained at

<https://labor.ny.gov/unemploymentassistance.shtm>.

Disability Benefits

If you are unable to work for more than seven consecutive days due to a non-work-related illness or injury, or pregnancy-related disability, you may be eligible for disability benefits. Disability benefits provide up to 26 weeks of partial wage replacement benefits during any 52-consecutive-week period. Benefits are payable beginning on the eighth consecutive day of disability. You may not collect disability benefits and Paid Family Leave benefits at the same time. Your combined total disability benefits and PFL in any 52-week period may not exceed 26 weeks.

DBL (disability benefits) are provided through a private plan, administered by Alera Group's insurance partner. The cost of DBL coverage is funded according to state regulations.

If you have been disabled for more than seven days, the Company will provide you with a Form DB-271S, *Statement of Rights*, within five days of learning that you are disabled. The *Statement of Rights* provides information on how to file a claim for benefits. You must file a claim within the first 30 days of your disability or all or part of your claim may be rejected. You must be under the care of a physician, chiropractor, podiatrist, psychologist, dentist, or certified nurse midwife to qualify for disability benefits.

Disability benefits are a wage replacement benefit, not a protected leave benefit. If you are temporarily disabled, you may be eligible for job-protected leave under the federal Family and Medical Leave Act or other state or local law.

To learn more about the New York Disability Benefits law, including eligibility requirements and benefits, contact the New York State Workers' Compensation Board, Disability Benefits Bureau at (877) 632-4996 or at www.wcb.ny.gov. To file a claim for DBL benefits, you must file an application with Alera Group's insurance partner. Applications and other forms are available from the Company.

Military Spouse Leave

Alera Group provides up to 10 days of unpaid leave to employees who are the spouse of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse of a member of the U.S. Armed Forces, National Guard, or Reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations.

A **period of military conflict** means a period of war declared by the U.S. Congress or a period during which a member of the Reserves is ordered to active duty under federal authority.

If you need to take military spouse leave, notify your Manager as soon as reasonably possible. The Company reserves the right to ask for documents supporting the need for leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

Paid Family Leave

New York's Paid Family Leave (PFL) program provides eligible employees with job-protected, paid time off to:

- Bond with a newly born, adopted, or foster child.
- Care for a family member with a serious health condition.
- Assist in situations when a spouse, domestic partner, child, or parent is deployed abroad on active military service.

Eligibility

Eligible employees may take PFL leave as follows:

- If you work **full time** (a regular schedule of 20 or more hours per week), you are eligible after 26 consecutive weeks of employment.
- If you work **part time** (a regular schedule of less than 20 hours per week), you are eligible after working 175 days, which do not need to be consecutive.

Amount of Benefit

You will be provided up to 12 weeks of leave at 67 percent of your weekly pay (capped at 67 percent of statewide average pay).

You may use accrued paid leave in order to receive full pay while on PFL.

Funding

PFL benefits are provided through a private plan, administered by Alera Group's insurance partner. The cost of PFL is funded according to state regulations. The rate of employee contributions is reviewed annually and is subject to change by the New York State Department of Financial Services.

If you are not eligible for PFL, you will be provided a waiver to sign, and PFL contributions will not be deducted from your wages.

Qualifying Events

If you are eligible, you may use PFL for the following reasons:

- **New child:** You may take PFL during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take PFL for their own pregnancy. PFL for the birth of a child begins after the child's birth and is not available for prenatal conditions.
- **Serious health condition:** You may take PFL to care for a family member with a serious health condition. The relative may live outside of New York State and even outside the country. You cannot take PFL for your own health condition.
- **Military active service deployment:** You may take PFL when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use PFL for your own qualifying military event.

As used in this policy:

- **Family member** includes a spouse, domestic partner, child and stepchild, parent and stepparent, parent-in-law, grandparent, grandchild, and sibling (biological, adopted, half, and step).
- **Serious health condition** is an illness, injury, impairment, or physical or mental condition, including transplant preparation and recovery from surgery related to organ or tissue donation, that involves inpatient care in a hospital, hospice, or residential medical facility; or continuing medical treatment or continuing supervision by a health care provider.

Health Insurance

Your health insurance will continue while you are on leave; however, if you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

Interaction with Other Laws

PFL may be taken by employees who are eligible for time off under the federal Family and Medical Leave Act (FMLA). PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible employees must then apply for both PFL and FMLA.

You may not receive New York Disability Benefits (DBL) and PFL benefits at the same time. You may not take more than 26 combined weeks of DBL and PFL in a 52-week period.

If you are unable to work and qualify for workers' compensation benefits, you may not use PFL benefits at the same time as you are receiving workers' compensation benefits. If you are receiving reduced earnings, you may be eligible for PFL.

Notice and Required Documentation

To file a claim for PFL benefits, you must file an application with Alera Group's insurance partner. Applications and other forms are available from the Company. If leave is foreseeable, you must give 30 days' advance notice so the Company can plan for your

absence. If the event was not foreseeable, notify your Manager and Human Resources as soon as possible. If you fail to give notice without unusual circumstances justifying the failure, PFL may be delayed or partially denied.

You must provide documentation in support of your PFL request within 30 days after the leave begins. The Company may require additional proof during your leave, but not more often than once a week. Proof must include a statement of disability from the leave recipient's health care provider.

Returning to Work

On return from PFL, you will be reinstated to your original position, or if no longer available, an equivalent position with equivalent terms and conditions of employment, including pay and employment benefits.

Use of PFL will not result in the loss of any employment benefit that accrued before the start of your family leave that was not used during your family leave.

Additional Information

If you have additional questions regarding PFL, contact Human Resources or visit <https://paidfamilyleave.ny.gov/>.

Paid Prenatal Personal Leave

Alera Group will provide employees with 20 hours of paid prenatal personal leave during any 52-week calendar period. Paid prenatal personal leave is in addition to leave provided under New York's Sick Leave Law.

Paid prenatal personal leave may be used for healthcare services during or related to your pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with your healthcare provider related to your pregnancy.

Paid prenatal personal leave may be taken in hourly increments and will be compensated at your regular rate of pay or the applicable minimum wage, whichever is greater.

If your need for leave is foreseeable, provide notice as soon as possible. If unforeseeable, provide notice as soon as practical. You are not required to provide documentation supporting your need for leave.

Upon return to work following any paid prenatal personal leave, you will be restored to the position you held prior to taking leave or a position with the same pay and other terms and conditions of employment.

You will not be compensated for unused paid prenatal personal leave when your employment ends.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with New York state law and New York City's Earned Safe and Sick Time Act and Westchester County's Safe Leave Law.

North Carolina Policies

Domestic Violence Leave

Alera Group will provide employees reasonable unpaid leave to obtain or attempt to obtain relief from domestic violence in accordance with North Carolina law.

You must provide reasonable advance notice of your need for leave unless an emergency prevents you from doing so. You may be required to provide documentation showing evidence of the emergency.

Domestic violence leave is unpaid; however, you may choose to substitute any available paid leave.

School Visitation Leave

If you are the parent, guardian, or person standing in loco parentis of a school-aged child, Alera Group will provide you up to four hours of time off per year to attend or otherwise be involved at the child's school. You and your Manager must mutually agree to the scheduling of leave.

Submit a written request for leave at least 48 hours in advance of the requested absence. You may be required to provide documentation from the child's school verifying that you were involved at the school during the leave time. Leave under this policy will be unpaid; however, exempt employees may be paid as required by law.

North Dakota Policies

[none]

Ohio Policies

Military Family Leave

Alera Group will provide eligible employees with up to 10 days or 80 hours (whichever is less) of unpaid military family leave in a calendar year.

To be eligible for leave, you must meet the following criteria:

- Have been employed with the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding commencement of the leave.
- Must be the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and is called into active duty in the uniformed services for a period longer than 30 days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- Have exhausted all other available leave, except sick leave or disability leave.

You must provide at least 14 days' notice prior to taking the leave if the leave is taken due to a call to active duty. At least two days' notice must be provided if the leave is taken due to an injury, wound, or hospitalization. If the covered family member's situation is critical or life threatening, no notice is required.

You may take leave no more than two weeks prior to, or one week after, the covered family member's deployment date.

You may be required to provide certification from the appropriate military authority to verify that the above leave eligibility criteria is satisfied.

The Company will continue to provide benefits while you are on leave under this policy. You will be responsible for the same proportion of the cost of the benefits as you regularly pay when not on leave.

Leave under this policy is unpaid; however, exempt employees may receive pay for partial day absences, as required by applicable law.

Upon return from leave, you will be restored to the position you held prior to taking the leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Oklahoma Policies

[none]

Oregon Policies

Meal and Rest Periods

If you are nonexempt, you will be provided unpaid meal periods and paid rest periods as follows, depending on the length of your work period:

Length of Work Period	Number of rest periods	Number of meal periods
2 hrs or less	0	0
2 hrs 1 min – 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min – 10 hrs	2	1
10 hrs 1 min – 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min – 18 hrs	4	2
18 hrs 1 min – 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min – 24 hrs	6	3

Meal periods are unpaid and will be at least 30 continuous, uninterrupted minutes. Rest periods are paid and will be at least 10 continuous, uninterrupted minutes. You will not be required to work during your meal or rest periods unless otherwise permitted under applicable law. Rest periods are in addition to and separate from meal periods. Rest periods will not be added to a meal period and may not be deducted from the beginning or end of your work shift.

If the work period is seven hours or less, the meal period is to be taken after the end of the second hour worked and must be finished before the fifth hour of work begins. If the work period is more than seven hours, the meal period must be taken after the end of the third hour worked and must be finished the sixth hour of work begins.

As the nature of your work allows, you will be given a rest period approximately in the middle of each segment of four hours, or major part thereof, worked in a work period.

Bone Marrow Donation Leave

Alera Group will provide eligible employees up to 40 hours of leave to undergo a medical procedure to donate bone marrow.

To be eligible for leave under this policy, you must work an average of 20 or more hours per week.

You may determine the total length of the leave, but leave may not exceed the amount of your accrued paid leave or 40 work hours, whichever is less, unless the Company agrees otherwise. You may choose to substitute accrued paid leave.



You may be required to provide the Company with verification from a physician of the purpose and length of each leave. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

Family Military Leave

Alera Group provides up to 14 days of job-protected, unpaid leave to employees who are a spouse or registered domestic partner of a service member who has been called to active duty, or has been notified of an impending call to active duty, or is on leave from active duty during a period of military conflict.

To be eligible for family military leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the U.S. Armed Forces, National Guard, or Reserves who:
 - Has been notified of an impending call to active duty;
 - Has been ordered to active duty; or
 - Has actually been deployed.

Notify your Manager of your need for leave within five days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Upon returning to work at the conclusion of leave, you will be restored to your previous position or a position with equivalent pay and benefits. Except for benefits used during the period of leave, you will not lose any benefit that accrued before the date on which leave commenced.

An employee who takes leave is entitled to be restored to a position of employment and to the continuation of benefits as provided under state law.

Juvenile Court Attendance Leave

Alera Group realizes that, on occasion, employees may be summoned to appear at a delinquency proceeding with a youth who is in their physical or legal custody. In such cases, you will be provided unpaid leave to attend. Notify your Manager as soon as possible to make scheduling arrangements.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Leave for Victims of Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking

Alera Group will provide eligible employees with victim leave in accordance with Oregon law.

Eligibility

To be eligible for victim leave, you must be:

- A victim of harassment, domestic violence, sexual assault, crime of bias, or stalking; or
- The parent or guardian of a minor child or dependent who is a victim of harassment, domestic violence, sexual assault, bias, or stalking.

Reasons for Leave

Victim leave may be taken to:

- Seek legal or law enforcement assistance or remedies to ensure your health and safety or the health and safety of your minor child or dependent (this includes preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking);
- Seek medical treatment for or to recover from injuries caused by the harassment, domestic violence, sexual assault, bias, or stalking;
- Obtain, or assist a minor child or dependent in obtaining, counseling related to an experience of harassment, domestic violence, sexual assault, bias, or stalking;
- Obtain services from a victim services provider; or
- Relocate or take steps to secure an existing home.

Leave Usage

Victim leave is unpaid; however, exempt employees will be paid when required under applicable law. Leave under this policy will run concurrently with other leaves when permissible under applicable law.

The Company reserves the right to limit the amount of leave if the leave creates an undue hardship on Company business.

Victim leave may be taken on an intermittent or a reduced work schedule basis. If you take leave on an intermittent or a reduced work schedule basis, the Company may transfer you to an alternate position with the same or different duties to accommodate the leave, provided that the transfer is temporary and voluntary and there is no other reasonable option available that would allow you to use intermittent or reduced schedule leave. You will be returned to your former position upon giving notice of your readiness to return.

While on victim leave, you may be required to periodically report your status to your Manager, including the date you intend to return to work.

Notice

You must provide reasonable advance notice of the intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, you or a person acting on your behalf must give notice as soon as practicable.

Documentation

You may also be required to provide certification that you or your minor child or dependent is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of:

- A copy of a police report indicating that you or your minor child or dependent was or is a victim of domestic violence, harassment, sexual assault, bias, or stalking.
- A copy of a protective order or other evidence from a court, administrative agency, or attorney that you or your minor child or dependent appeared in or is preparing to appear in a civil, criminal, or administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking.
- Documentation from an attorney, law enforcement officer, healthcare professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services, or victim services provider that you or your minor child or dependent was or is undergoing treatment or counseling, obtaining services, or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

Accommodation

Upon request, the Company will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, bias, or stalking, unless such accommodations impose an undue hardship on Company operations. Examples of safety accommodations include a transfer, reassignment, modified work schedule, unpaid leave, changed work telephone number, changed workstation, installed lock or any other adjustment to the job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, harassment, sexual assault, or stalking.

Confidentiality

All records and information obtained by the Company regarding your leave or reasonable safety accommodation will be treated as confidential and will not be released without your express permission, unless required by law.

Legislative Leave

Alera Group will provide employees who are members or prospective members of the Legislative Assembly with an unpaid leave of absence to attend sessions of the Legislative Assembly or to perform other official duties.

This leave of absence is available to non-temporary employees who have been employed by the Company for at least 90 days.

You must provide notice of your intent to take leave as follows:

- At least 30 days before a regular session; and
- As soon as possible when it is apparent that a special or emergency session will be called.

At the conclusion of the leave of absence, you must apply to be restored to employment within the following timeframes:

- 15 days after adjournment sine die of the regular legislative session; or
- Five days after the assignment is completed, if the leave is for a lesser period than a regular session.

Upon application, you will be restored to your previous position or, if such position no longer exists, to a similar position without loss of seniority, the right to participate in insurance, or any other employment benefits.

Restoration may be denied if:

- You fail to apply for restoration within the required timelines; or
- The Company's circumstances have changed during your leave of absence so that restoration is impossible or unreasonable.

Oregon Family Leave (OFLA)

Alera Group provides eligible employees with unpaid leave in accordance with the Oregon Family Leave Act (OFLA).

Eligibility

To be eligible for OFLA leave, you must have:

- Worked for the Company for at least 180 days; and
- Worked at least an average of 25 hours per week during the 180 days before leave begins.

During a public health emergency, you may take OFLA leave for any qualifying reason, provided you have:

- Worked for the Company for the 30 days prior to taking leave; and
- Worked an average of at least 25 hours per week during that 30 days.

Reasons for Leave

If eligible, you may take OFLA leave for any of the following reasons:

- **Sick child leave.** To care for your child with an illness, injury, or condition that requires home care or who requires home care due to the closure of the child's school or childcare provider resulting from a public health emergency.
- **Bereavement leave.** To deal with the death of a family member by:
 - Attending the funeral or alternative to a funeral of the family member;

- Making arrangements necessitated by the death of the family member; or
- Grieving the death of the family member.
- **Pregnancy disability leave.** Any period of disability due to pregnancy (including childbirth or pregnancy termination) or a period of absence for prenatal care (including fertility or infertility treatment).

Family member means:

- Your spouse or domestic partner;
- Your child or your child's spouse or domestic partner;
- Your parent or your parent's spouse or domestic partner;
- Your sibling, stepsibling, or their spouse or domestic partner;
- Your grandparent or your grandparent's spouse or domestic partner;
- Your grandchild or your grandchild's spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Child includes a biological, adopted, foster, or stepchild, the child of a registered same-sex domestic partner, or a child with whom you are in a relationship of in loco parentis. For purposes of sick child leave, the child must be under the age of 18 or over 18 and incapable of self-care.

Leave Rules

With limited exceptions, you may generally take up to a total of 12 weeks of OFLA leave in any one-year period. The one-year period is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which family leave begins.

Exceptions

Bereavement Leave

You may take two weeks of bereavement leave for the death of each family member, up to a maximum of four weeks within any one-year period. Bereavement leave must be completed within 60 days of the date you received notice of the family member's death. All bereavement leave taken counts toward the total OFLA leave.

Pregnancy Disability Leave

You may take up to 12 weeks of pregnancy disability leave and an additional 12 weeks of leave in the same leave year for any other qualifying OFLA purpose, for a total of up to 24 weeks. You need not exhaust either type of leave in order to use the other.

Pregnancy disability leave through OFLA is in addition to other leave available under Paid Leave Oregon.

Interaction with Other Leave

OFLA does not run concurrently with leave under Paid Leave Oregon. OFLA leave will run concurrently with other leaves when permissible under applicable law.

You may use any applicable accrued paid leave prior to a period of unpaid leave of absence on OFLA leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. Use of accrued paid leave will run concurrently with OFLA leave. If you have no accrued paid leave available to use during an OFLA leave, the leave will be unpaid.

Notice

If the need for OFLA leave is foreseeable, you must provide at least 30 days' written notice. If unforeseeable, provide notice as soon as practical. Notice must include an explanation of your need for leave and should provide sufficient information for the Company to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave.

If circumstances change during your leave and the leave period differs from the original request, notify the Company within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, you will be expected to comply with the normal call-in procedures. If you fail to comply with the call-in procedures, you may be disciplined or may have your period of OFLA leave reduced.

Certification

You may be required to provide medical verification from a healthcare provider if leave is taken:

1. To care for a child who has an illness, injury, or condition that requires home care (other than home care due to the closure of the child's school or childcare provider resulting from a public health emergency).
2. For a premature birth, unexpected adoption, or unexpected foster placement.

Medical verification may be required before your leave begins. If you take leave without prior notice, you must provide verification within 15 days after the Company requests it.

You will only be required to provide medical verification for leave described in bullet (1) above if leave is taken for more than three days during any one-year period. The Company will pay for the medical verification and will not require you to obtain a second opinion.

You may be required to provide verification for leave to care for a child who requires home care due to the closure of the child's school or childcare provider due to a statewide public health emergency declared by a public health official. Such verification may include a request for:

- The child's name;
- The name of the closed or unavailable school or childcare provider;
- A statement from you that no other family member is willing and able to care for the child; and

- A statement that special circumstances exist requiring you to provide care to the child during the day if the child is older than 14 years old.

Benefits

The Company will continue your health coverage under any group health plan through the end of the month in which the OFLA leave began. If you wish to maintain health insurance during a period of approved OFLA leave, you will be responsible for bearing the cost of coverage you paid prior to the beginning of the OFLA leave.

Restoration

Upon return from leave, you will be restored to your former position. If your position has been eliminated, you may be reassigned to an available equivalent position. If an equivalent position is not available at the job site of your former position, you will be offered an equivalent position at a job site within 50 miles of your previous job site, provided such position is available. If equivalent positions are available at multiple job sites, you will first be offered the position that is the closest to your previous job site. Restoration is not guaranteed if the position has been eliminated under circumstances where the law does not require restoration.

You are expected to promptly return to work when the circumstances requiring OFLA leave have been resolved, even if leave was originally approved for a longer period. With the exception of leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement may not be considered if the leave period exceeds the maximum allowed.

The use of OFLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave.

Reinstatement of Leave

If you are separated from employment with the Company and return or are re-employed within 180 days, you may be eligible for OFLA leave under certain circumstances. If you were eligible for OFLA leave at the time of your separation, you will be eligible to take OFLA leave immediately upon your return. If you were not eligible for OFLA leave at the time of your separation, you will receive credit for time worked prior to your break in service for the purpose of establishing eligibility.

If you are separated from employment with the Company and return or are re-employed more than 180 days after the date of separation, you will not receive any credit toward OFLA eligibility for your prior service.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Paid Family and Medical Leave Insurance

Oregon's Paid Family and Medical Leave Insurance (PFMLI) program, more commonly known as Paid Leave Oregon (PLO), allows eligible employees to take up to 12 weeks of paid family, medical, and safe leave per benefit year. PLO benefits are provided through a private plan, administered by Alera Group's insurance partner. The cost of your PLO coverage is funded according to state regulations.

Eligibility

To be eligible for PLO benefits, you must have earned at least \$1,000 in wages in the base year.

Reasons for Leave

If eligible, you may take leave under the PLO program for the following reasons:

- **Family leave:**
 - To care for a family member with a serious health condition;
 - To care for and bond with a new child after birth, adoption, or foster care placement; or
 - To participate in the legal process required for placement of a foster child or the adoption of a child.
- **Medical leave:** For your own serious health condition.
- **Safe leave:** If you or your minor child is a survivor of sexual assault, domestic violence, harassment, or stalking, to obtain legal or law enforcement assistance, seek medical treatment or recover from injuries, obtain counseling or support services, or relocate or take other steps to secure your (or your child's) health and safety.

Family member means:

- Your spouse or domestic partner;
- Your child or your child's spouse or domestic partner;
- Your parent or your parent's spouse or domestic partner;
- Your sibling, stepsibling, or their spouse or domestic partner;
- Your grandparent or your grandparent's spouse or domestic partner;
- Your grandchild or your grandchild's spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Child includes a biological, adopted, foster, or stepchild, the child of a registered same-sex domestic partner, or a child with whom you are in a relationship of in loco parentis.

Leave Usage

You are entitled to 12 weeks of leave per benefit year in any combination of family, medical, and safe leave. The benefit year begins the Sunday before the period of leave and lasts 52 weeks. You may qualify for up to an additional two weeks of paid leave if you have limitations related to pregnancy, childbirth, or a related medical condition.

Bonding leave must be taken within the first 12 months after the birth, adoption, or placement.

You may take paid leave in increments equal to one workday or one workweek. You can take leave all at once (consecutive) or in separate blocks of time (nonconsecutive). Consecutive leave is taken in one block of time due to a single qualifying event (such as five weeks of leave for knee surgery).

Nonconsecutive leave is taken in separate blocks of time due to a single qualifying reason (such as one day every week for 12 weeks for chemotherapy).

Use of Other Paid Leave Benefits

PLO benefits are in addition to any paid leave that you have earned.

You may use any accrued paid leave in addition to receiving PLO benefits to the extent that the total combined amounts of accrued paid leave and benefits do not exceed your regular wages, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

In any week you are eligible to receive workers' compensation, you may not receive PLO benefits.

Notice

If leave is foreseeable, you must provide the Company at least 30 days' notice. If leave is unforeseeable, you must provide notice within 24 hours, and provide written notice within three days of starting leave.

If you do not provide the required notice, your first weekly benefit may be reduced by 25%.

Applying for Leave

To file a claim for PLO benefits, you must file an application with Alera Group's insurance partner. Applications and other forms are available from the Company. The application may be submitted as early as 30 days before the start of leave or up to 30 days after the start of leave. To learn more about Paid Leave Oregon, visit <https://paidleave.oregon.gov>.

Interaction with Other Laws

PLO does not run concurrently with leave under the Oregon Family Leave Act (OFLA). PLO leave will run concurrently with other leaves where permissible under applicable law.



Fitness for Duty Requirements

If you take PLO leave because of your own serious health condition (except if you are taking intermittent leave), you must provide medical certification to the Company that you are fit to resume work. You will not be permitted to resume work until certification is provided.

If the Company provides you with health benefits under a group health plan, the Company will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed.

Restoration

If you have worked for the Company for at least 90 consecutive calendar days, you will be restored to your previous position when you return from leave. If the position no longer exists, you will be restored to an equivalent or similar position as required under applicable law.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Oregon's sick leave law.

State Board or Commission Leave

Alera Group will provide employees who are appointed members of a state board or commission with unpaid leave to perform the duties of their appointed role.

You must provide at least 21 days' written notice of your intent to take leave. You will not be required to use paid leave for any time spent performing your respective duties.

Pennsylvania Policies

Organ and Tissue Donation Leave

Alera Group will provide eligible employees with up to 12 weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or tissue donor in accordance with the Pennsylvania Living Donor Protection Act.

Eligibility

To be eligible for donation leave, you must:

1. Have worked for the Company for at least 12 months;
2. Have worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

Donation leave may be used for the preparation and recovery necessary for surgery related to organ or tissue donation by or for you or your spouse, child, or parent.

As used in this policy:

- **Organ** means a human kidney, liver, heart, lung, pancreas, esophagus, stomach, small or large intestine or portion of the gastrointestinal tract or another part of the human body designated by the Department of Health by regulation. The term includes blood vessels recovered during the recovery of an organ if the blood vessels are intended for use in organ transplantation.
- **Tissue** means a portion of the human body other than an organ, including, but not limited to, a human eye, skin, bone, bone marrow, heart valve, spermatozoon, ova, artery, vein, tendon, ligament, pituitary gland, or fluid. The term does not include blood or a blood derivative, unless the blood or blood derivative is donated for the purpose of research or education.

Donation leave will run concurrently with leave provided under the federal Family and Medical Leave Act.

Notice

If the need for leave is foreseeable, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.



You may be required to provide written documentation regarding the preparation and recovery necessary for surgery.

Health Insurance

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Pennsylvania's various city and county sick leave ordinances.

Rhode Island Policies

Family Military Leave

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

To be eligible for family military leave, you must have both:

- Worked for the Company for at least 12 months; and
- Worked for at least 1,250 hours in the 12-month period immediately preceding the commencement of leave.

You may not take family military leave unless you have exhausted all accrued vacation leave, personal leave, compensatory leave or time, and any other leave that may be granted to you, with the exception of sick leave and disability leave.

Leave may only be taken while the servicemember's orders are in effect.

If you take family military leave for five or more consecutive workdays, you must provide notice at least 14 days in advance of the leave. Where able, consult with your Manager regarding the scheduling of the leave so as not to unduly disrupt Company operations. If you take family military leave for less than five consecutive days, you must provide as much advance notice as is practicable.

You may be required to provide certification from the proper military authority verifying your eligibility to take the requested leave.

Upon return from leave, you will be restored to your former position or to a position with equivalent seniority, status, benefits, pay, and other terms and conditions of employment.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Rhode Island's Healthy and Safe Families and Workplaces Act.

Parental and Family Medical Leave (RIPFMLA)

In accordance with the Rhode Island Parental and Family Medical Leave Act (RIPFMLA), Alera Group will provide eligible employees up to 13 consecutive workweeks of unpaid leave in any two calendar years under certain qualifying conditions.

Eligibility

To be eligible for RIPFMLA, you must:

- Work full-time, averaging at least 30 hours per week; and
- Have worked for the Company for 12 consecutive months.

Leave Entitlement

If eligible, you will be provided with 13 consecutive workweeks of unpaid leave in any two consecutive calendar years for:

- The birth of a child.
- The placement of a child 16 years or younger with you for adoption.
- The serious illness of a family member (parent, civil union partner, spouse, child, mother-in-law or father-in-law).
- Your own serious illness.

Interaction with Other Laws

If both are applicable, Family and Medical Leave Act (FMLA) and RIPFMLA leave run concurrently.

Notice

If you wish to take RIPFMLA leave you must provide at least 30 days' notice of the intended dates when such leave will begin and end, unless a medical emergency prevents you from providing such notice. The Company may require you to provide written certification from a physician specifying the probable duration of your leave.

Benefits

During leave, the Company will maintain your existing health benefits as if you had been continuously employed during the leave.

Reinstatement

Upon return from authorized RIPFMLA leave, you will be reinstated to your original position or a position with equivalent seniority, status, employment, benefits, pay, and other terms and conditions of employment.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

School Activities Leave

Alera Group will provide you up to 10 hours of leave during any 12-month period to attend school conferences or other school-related activities for your child.

To be eligible for leave under this policy, you must:

- Work full-time, averaging at least 30 hours per week; and
- Have worked for the Company for 12 consecutive months.

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

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

Temporary Caregiver Insurance

Rhode Island's Temporary Caregiver Insurance (TCI) program provides up to seven weeks of partial wage replacement benefits in a 52-week period to eligible employees who need to take time off from work to care for a child, spouse, domestic partner, parent, parent-in-law, or grandparent with a serious health condition, or to bond with a newborn child, adopted child, or foster child.

TCI provides a monetary benefit and is financed by employee payroll deductions. To be eligible for benefits, you must have worked in Rhode Island, paid into the Temporary Disability Insurance (TDI) fund, and meet certain earnings requirements.

To receive TCI benefits, you must provide Alera Group with at least 30 days' notice of your intent to take leave to care for a family member or to bond with a child. The notice must specify the date you will begin leave and the expected date you will return to work. Failure to provide notice may delay or reduce benefits, unless the leave was unforeseeable or the time of the leave changes for unforeseeable reasons.

To obtain TCI benefits, you must file a claim with the Rhode Island Department of Labor and Training (DLT) no later than 30 days after your first day of leave. You must be out of work due to the need to provide care for a seriously ill child, spouse, domestic partner, parent, parent-in-law, or grandparent, or to bond with a newborn child, adopted child, or foster child for at least seven consecutive days to be eligible for benefits. For bonding leave, you will be required to submit proof of the parent-child relationship. For caregiver leave, you will be required to provide medical documentation from a qualified health care provider indicating the family member's serious health condition.

The Company will maintain your health insurance benefits while you are on leave for any reason covered by the TCI program; however, you are responsible for making any contributions you would normally make toward the cost of that insurance.

TCI will run concurrently with leave taken under the federal Family and Medical Leave Act and/or any state leave where applicable and permitted by law and any Company-provided leave .

Upon return from leave, you will be restored to your former position or to a comparable position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including fringe benefits. You are required to notify the DLT when you return to work.



To learn more about TCI benefits, including eligibility requirements and how to file a claim, visit the DLT website (<http://www.dlt.ri.gov/tci/>).

Temporary Disability Insurance

If you are unable to work for seven or more consecutive days due to a non-work-related illness or injury, or pregnancy-related disability, you may be eligible for benefits under the Rhode Island Temporary Disability Insurance (TDI) program. The TDI program provides up to 30 weeks of partial wage replacement benefits and is funded entirely through employee payroll deductions.

To be eligible for TDI benefits you must have worked in Rhode Island, paid into the TDI fund, and meet certain earnings requirements.

To obtain TDI benefits, you must file a claim with the Rhode Island Department of Labor and Training (DLT) within 90 days of the first week you are out of work due to a non-work-related illness or injury, or pregnancy-related disability.

You cannot receive TDI benefits if you are receiving workers' compensation or unemployment insurance benefits.

To learn more about TDI benefits, including eligibility requirements and how to file a claim, contact the DLT at (401) 462-8420 or visit their website at <http://www.dlt.ri.gov/tci/>.

South Carolina Policies

Bone Marrow Donation Leave

Alera Group will provide up to 40 hours of paid time off to eligible employees who wish to donate bone marrow.

To be eligible for donation leave, you must work an average of 20 or more hours per week.

To obtain leave under this policy, you must provide documentation from a physician verifying the purpose and duration of the requested leave. If there is a medical determination that you do not qualify as a bone marrow donor, you will not lose the paid time off.

Isolation and Quarantine Leave

Alera Group provides unpaid leave to employees who are ordered to isolate or quarantine by the Department of Health and Environmental Control. Provide notice of your need for leave as soon as practical.

You may choose to use any accrued and unused paid sick or vacation leave for this unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

South Dakota Policies

[none]

Tennessee Policies

Parental Leave

In accordance with the Tennessee Maternity Leave Act, Alera Group will provide eligible employees with up to four months of unpaid parental leave in a 12-month period for the adoption of a child, pregnancy, childbirth, and/or nursing of an infant.

Eligibility: To be eligible for parental leave you must:

- Have worked full time for the Company for at least 12 consecutive months.
- Work at a job site or location where the Company has 100 or more full-time employees.

Notice Requirements

To request leave under this policy, give at least three months' advance notice of:

- The anticipated date your leave period will begin. For adoption, leave begins on the date you take custody of the child.
- The length of leave.
- Your intention to return to full-time employment after leave ends.

You will not lose your rights and benefits under this policy if you fail to provide three months' advance notice due to:

- A medical emergency that requires you to begin leave earlier; or
- The notice of adoption was received less than three months in advance.

Interaction with Other Laws

Any leave under this policy that also qualifies as leave under the federal Family and Medical Leave Act (FMLA) will be counted against your leave entitlement under both policies. You must comply with the requirements of both policies. However, if you wish to take only 12 workweeks of leave (or the amount remaining at the time) afforded under the FMLA policy, you will only be required to follow the notice requirements of the FMLA policy. If you are eligible for the Company's Paid Parental Leave, that leave will run concurrently with any leave under Tennessee law.

Reinstatement

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

Benefits

The Company is not required to provide for the cost of any benefits, plans, or programs during the period of leave unless the Company provides for these items for all employees on leaves of absence.

Texas Policies

Political Convention Leave

Alera Group will provide employees with unpaid leave to attend:

- A precinct convention for which they are eligible to participate; or
- A county, district, or state convention for which they are a delegate.

Provide as much notice as possible of your need for leave.

Utah Policies

Isolation and Quarantine Leave

Alera Group provides unpaid leave to employees who are subject to an order of restriction by the state or local health department, or a district court for examination, treatment, isolation, or quarantine.

Provide notice of your need for leave as soon as practical.

Minor Child Court Attendance Leave

If you have a minor child that is required to appear in court, Alera Group will provide you unpaid leave to attend. Notify your Manager as soon as possible to make scheduling arrangements. You may opt to use available FTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Vermont Policies

Family Leave

In accordance with the Vermont Parental and Family Leave Act (PFLA), Alera Group will provide eligible employees up to a total of 12 weeks of parental and/or family leave in a 12-month period.

Eligibility

To be eligible for family leave under the PFLA, you must:

- Have been continuously employed with the Company for at least one year; and
- Work at least 30 hours per week on average.

Leave Entitlement

You may take up to 12 weeks of family leave in a 12-month period for:

- Your own serious illness; or
- The serious illness of your child, stepchild (including the child of a civil union partner), or ward who lives with you, foster child, parent, spouse, civil union partner, or parent-in-law (including the parent-in-law of a civil union partner).

Serious illness means an accident, disease, or physical or mental condition that poses imminent danger of death, requires inpatient care in a hospital, or requires continuing in-home care under the direction of a physician.

The total amount of leave, for any reason or combination of reasons, under the PFLA is 12 weeks per leave year.

Interaction with Other Leave

If applicable, family leave under the PFLA will run concurrently with Family and Medical Leave Act (FMLA) leave.

Leave Requests

You must provide advance notice of your intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. Reasonable notice must be provided if you need to extend the length of a leave.

Compensation

Family leave is unpaid. However, you may elect to use up to six weeks of accrued sick leave, vacation, or other accrued paid leave during family leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Continuation of Benefits

Your employment benefits during the leave will be continued at the same level and under the same conditions that coverage would have been provided had your employment continued. You will be required to continue to pay your portion of the cost of benefits during the leave.

Return from Leave

Upon return from leave, you will be restored to your prior position or to a comparable position at the same level of compensation, benefits, seniority, and other terms and conditions of employment. However, reinstatement may be denied if:

- During the leave your job would have been terminated or you would have been laid off for reasons unrelated to the leave; or
- You performed unique services for the Company and hiring a permanent replacement during the leave was the only viable alternative to prevent substantial and grievous economic injury to operations. In such cases, the Company will provide you reasonable notice of the intent to replace you.

If you do not return to employment at the end of a leave for reasons other than serious illness, you must reimburse the Company for the value of any compensation paid to or on behalf of you during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Legislative Leave

Alera Group will provide an unpaid temporary or partial leave of absence to full-time employees who are elected to the General Assembly in order to perform any official duty in connection with their elected office.

If you intend to seek election to the General Assembly and invoke your right to a leave of absence (if elected), you must provide written notice of those intentions to the Company within 10 days after filing the primary election nominating petition to have your name placed on a primary or general election ballot. Failure to provide proper notice will result in the loss of your entitlement to leave.

While on leave, you will not lose your job status, seniority, or your right to participate in insurance and other employment benefits.

If providing leave would cause an unreasonable hardship for the Company, the Company may make an appeal for relief to the chair of the Vermont Labor Relations Board. After the appeal is filed, a proceeding will be held to determine whether or not leave must be granted. The decision, which is final, will be made within 30 days of receipt of the notice of appeal and is binding on you and the Company.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Vermont's Earned Sick Time Law.

Parental Leave

In accordance with the Vermont Parental and Family Leave Act (PFLA), Alera Group will provide eligible employees up to a total of 12 weeks of parental and/or family leave in a 12-month period.

Eligibility

To be eligible for parental leave under the PFLA, you must:

- Have been continuously employed with the Company for at least one year; and
- Work at least 30 hours per week on average.

Leave Entitlement

You may take up to 12 weeks of parental leave in a 12-month period for:

- Your own pregnancy;
- The birth of your child; or
- The initial placement for adoption with you of a child 16 years of age or younger.

Leave for adoption must be taken within one year of the initial placement of the child.

The total amount of leave, for any reason or combination of reasons, under the PFLA is 12 weeks per leave year.

Interaction with Other Leave

If applicable, parental leave under the PFLA will run concurrently with Family and Medical Leave Act (FMLA) leave and any other leave.

Leave Requests

You must provide advance notice of your intention to take leave under this policy. The notice must include the date the leave is expected to begin and the estimated duration of the leave. Reasonable notice must be provided if you need to extend the length of a leave.

Compensation

Parental leave is unpaid. However, you may elect to use up to six weeks of accrued sick leave, vacation, or other accrued paid leave during parental leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Continuation of Benefits

Your employment benefits during the leave will be continued at the same level and under the same conditions that coverage would have been provided had your employment continued. You will be required to continue to pay your portion of the cost of benefits during the leave.

Return from Leave

Upon return from leave, you will be restored to your prior position or to a comparable position at the same level of compensation, benefits, seniority, and other terms and conditions of employment. However, reinstatement may be denied if:

- During the leave your job would have been terminated or you would have been laid off for reasons unrelated to the leave; or
- You performed unique services for the Company and hiring a permanent replacement during the leave was the only viable alternative to prevent substantial and grievous economic injury to operations. In such cases, the Company will provide you reasonable notice of the intent to replace you.

If you do not return to employment at the end of a leave for reasons other than serious illness, you must reimburse the Company for the value of any compensation paid to or on behalf of you during the leave. Payments of accrued sick leave or vacation need not be reimbursed.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Short Term Family Leave

Alera Group will provide eligible employees up to four hours of short-term family leave in any 30-day period, not to exceed 24 hours in any 12-month period.

Eligibility

To be eligible for leave, you must have worked for the Company for at least one year and worked an average of at least 30 hours per week.

Use of Leave

You may take short-term leave for the following reasons:

- To participate in preschool or school activities, such as parent-teacher conferences, that are directly related to the academic educational advancement of a child, stepchild (including the child of a civil union partner), foster child, or ward who lives with you;
- To attend or accompany a child, stepchild, foster child, or ward who lives with you, or a parent, spouse (including same-sex spouse), civil union partner, or parent-in-law to routine medical or dental appointments;
- To accompany a parent, spouse (including same-sex spouse), civil union partner, or parent-in-law to other appointments for professional services related to that person's care and well-being; or
- To respond to a medical emergency involving a child, stepchild, foster child or ward who lives with you, or a parent, spouse (including same-sex spouse), civil union partner, or parent-in-law.

Notice and Scheduling

Provide notice of the need for leave as early as possible, but in no case later than seven days before leave is to be taken, except in the case of an emergency. **Emergency** means



circumstances in which the required seven-day notice could have a significant adverse impact on the family member. In addition, you must make a reasonable attempt to schedule appointments for which short-term leave may be taken outside of regular work hours.

Increments of Leave

Leave under this policy must be taken in no shorter than 15 minute increments.

Compensation

Leave taken under this policy is unpaid; however, you may choose to use any accrued vacation or personal leave during the time off.

Town Meeting Leave

You may take unpaid leave for the purpose of attending a town meeting, so long as the absence does not conflict with the essential operations of Alera Group. Notify your Manager at least seven days prior to the town meeting.

Family and Medical Leave Insurance

Vermont Optional Family and Medical Leave Insurance (FMLI) is a voluntary insurance plan where VT employers and eligible VT workers can purchase VT FMLI insurance providing partial wage replacement for 6 to 26 weeks per year, depending on the plan selected, for absences from work for covered common life events.

Alera Group provides employees equivalent benefits for the same covered reasons through the Short Term Disability benefit and Paid Family Leave benefit.

For additional information on the Alera Group disability plan and paid family leave plan, contact HR or your Manager. Learn more about Vermont FMLI from The Hartford's (the State's leave administrator) Vermont Family and Medical Leave Insurance website (<https://fmli.thehartford.com/>).

Virginia Policies

Bone Marrow and Organ Donation Leave

Alera Group will provide eligible employees with:

- Up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor.
- Up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor.

Eligibility

To be eligible for donation leave, as of the date the requested leave begins, you must have:

- Been employed by the Company for at least 12 months; and
- Worked at least 1,250 hours for the Company during the previous 12 months.

Leave Request

To request donation leave, you must provide the Company with written verification from a physician that you are an eligible bone marrow or organ donor and there is a medical necessity for the donation.

Pay

Donation leave is unpaid. You may choose to use available accrued but unused paid sick time in lieu of unpaid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

If you work on a commission basis, you will be paid any commission that comes due because of work you performed before taking leave.

Interaction with Other Laws

Leave cannot be taken concurrently with leave under the federal Family and Medical Leave Act (FMLA).

Return to Work

Upon returning to work at the end of donation leave, you will be restored to your previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Maintenance of Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken donation leave.

Washington Policies

Meal and Rest Periods

You will not be required to work more than five consecutive hours without a 30-minute meal break. A 10-minute rest period will be provided for every four hours of working time.

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

Alera Group will provide reasonable safety accommodation to employees who are victims of domestic violence, sexual assault, or stalking, provided the accommodation would not pose an undue hardship on Company business.

Reasonable safety accommodations may include, but are not limited to:

- Transfer or reassignment;
- Modified job schedule;
- Change in work telephone number, email address, or workstation;
- Installed locks;
- Implementing safety procedures; or
- Any other adjustment to a job structure, workplace facility, or work requirement in response to an actual or threatened act of domestic violence, sexual assault, or stalking.

If you require a safety accommodation, notify your Manager. You may be required to provide documentation verifying that you are a victim of domestic violence, sexual assault, or stalking. This requirement may be satisfied by providing the Company with documents such as a police report, court order, or written statement.

After receiving your request for a safety accommodation, the Company will work with you to explore potential accommodations. The Company encourages you to suggest specific accommodations that you believe would be effective. However, the Company is not required to make any requested accommodation and may provide an alternative accommodation that can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who are victims of domestic violence, sexual assault, or stalking, or who request an accommodation in accordance with this policy.

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

If you are a victim, or a family member of a victim, of domestic violence, sexual assault, or stalking, Alera Group will provide you with reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. **Family member** means a child, spouse, parent, parent-in-law, grandparent, or person you are dating. The Company may request verification of your family relationship.

When possible, you must provide reasonable advance notice of the need for leave. If advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, you or someone on your behalf must provide notice no later than the end of the first day you take leave.

You may be required to provide verification that you or your family member is a victim of domestic violence, sexual assault, or stalking and that the leave is being taken for purposes described above. Verification must be provided in a timely manner and will only be used to establish that the leave is legally protected. You may satisfy the verification requirements by providing the Company with documents such as a police report, court order, or written statement.

With exception, information provided by you will be kept confidential. This includes:

- The fact that you or your family member is a victim of domestic violence, sexual assault, or stalking.
- That you have requested or obtained domestic violence leave.
- Any written or oral statement, documentation, record, or corroborating evidence you provide.

Information provided by you will only be disclosed under the following circumstances:

- When requested or consented to by you.
- When ordered by a court or administrative agency.
- Where otherwise required by applicable federal or state law.

Leave under this policy is unpaid; however, you may choose to use any accrued paid leave. Leave may be taken intermittently, on a reduced work schedule, or in a single block of time, as the circumstances warrant. During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if you had not taken leave.

The leave must be reasonable in duration, which will be determined by management and you, based upon the circumstances.

Upon return from leave, you will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

Military Family Leave

In accordance with the Washington Military Family Leave Act (MFLA), Alera Group will provide employees who are the spouse of a military member up to 15 days of leave from work for each deployment when the military spouse is deployed or called up to active duty. The leave may be used prior to the deployment, or during the period when the military spouse is on leave during the deployment.

As used in this policy:

- **Spouse** includes same-sex spouses and state-registered domestic partners.

- **Military member** means a member of the U.S. Armed Forces, National Guard, or reserves.

To be eligible for such leave, you must work 20 or more hours per week.

To take military family leave, you must provide notice of intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

The leave provided under this policy is unpaid; however, you may substitute any available paid leave, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave. You may split the 15-day leave between different periods of time (pre-deployment or while the military member is on leave during deployment). The total number of days of leave, however, cannot exceed 15 days per deployment.

The Company may count FMLA-qualified leave related to a deployment as state MFLA leave if the leave is taken before the deployment, or during any period when the military spouse is on leave from deployment.

You will be allowed to continue available group health benefits at your own expense.

Upon return from leave, you will be restored to your prior position.

Paid Family and Medical Leave Insurance

Washington's Paid Family and Medical Leave (PFML) program is a mandatory statewide insurance program that provides most employees in Washington with paid time off to give or receive care. Eligible employees are entitled to partial wage replacement benefits of up to 90 percent of their weekly pay, depending on their income. The program is administered by the Washington Employment Security Department (ESD) and is funded by premiums paid by both employees (through payroll deductions) and employers.

Eligibility

To be eligible for PFML you must:

- Have worked at least 820 hours (or about 16 hours a week) in Washington during the qualifying period. The 820 hours are cumulative, regardless of the number of employers or jobs you have had during the year. All paid work in Washington over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.
- Experience a qualifying event.

If you are not eligible for PFML, you may still qualify for leave under the federal Family and Medical Leave Act (FMLA). Refer to the Family and Medical Leave policy for details.

Qualifying Events

You may take PFML for the following reasons:

- **Family leave** to:

- Bond with your newborn child, newly adopted child, or newly placed foster child (bonding leave);
 - Care for a family member with a serious health condition;
 - Prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to the family member's deployment; or
 - Deal with the death of a newborn or newly adopted/fostered child (bereavement leave).
- **Medical leave** to care for your own serious health condition.

Family member means:

- Your biological, adopted, or foster child, stepchild, a child's spouse, or a child to whom you stand in loco parentis, are a legal guardian, or are a de facto parent, regardless of age or dependency status.
- Your spouse or state registered domestic partner.
- Your parent or your spouse's parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian or an individual who stood in loco parentis to you or your spouse as a child).
- Your sibling.
- Your grandchild.
- Your grandparent.
- Any individual who regularly resides in your home or where your relationship creates an expectation that you care for the person, and that person depends on you for care. It does not include an individual who simply resides in your home with no expectation that you care for them.

Usage

Eligible employees may generally take up to 12 weeks of PFML per year. If you have more than one qualifying event in the same year, you may be eligible to take up to 16 weeks of PFML. Combined leave cannot exceed 16 total weeks unless there is a serious, incapacitating health issue related to pregnancy, which adds two more weeks (18 weeks total).

Bonding leave must be taken during the first 12 months after the child's birth or placement.

Bereavement leave must be used within seven calendar days of the child's death.

During the first six weeks after the birth of a child, any PFML used based on incapacity due to pregnancy or for prenatal care will count as paid medical leave by default, unless you choose to use paid family leave during that period.

PFML may be used intermittently rather than all at once.

You will not be required to use other leave before using PFML.

Requesting Leave

If the need for leave is foreseeable, provide 30 days' written notice of your intent to take leave. Notice must contain at least the anticipated timing and duration of leave. If unforeseeable, provide written notice as soon as practical.

Failure to provide proper notice may result in the denial of leave for a period of time equal to the number of days that notice was insufficient.

Questions and Applying for Benefits

If you have questions regarding this policy, contact Human Resources. If you are eligible for PFML benefits, you may obtain detailed information about the program and apply for benefits through the Washington Employment Security Department (ESD) website at <https://paidleave.wa.gov/>.

Health Insurance

Your health insurance will continue while you are on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost during your leave.

Interaction with Other Laws

PFML is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth.

The use of FMLA does not reduce your allowed PFML benefit, so it is possible to use both types of leave. PFML and FMLA will usually run concurrently unless otherwise required by law.

Job Restoration

Unless you have been identified as a key employee (as defined under the FMLA) prior to taking PFML, upon return from leave you will be restored to your previous or an equivalent job, provided you worked for the Company for at least 12 months and worked at least 1,250 hours in the 12 months before taking leave.

Paid Sick Leave

Alera Group's core sick leave policy provides paid sick leave to eligible employees in accordance with Washington's Paid Sick Leave Law, the Washington Family Care Act, Seattle Paid Sick and Safe Leave, and the Tacoma Paid Sick Leave Ordinance. Employees will be allowed to carry over unused sick time from one calendar year to the next where required by law.



West Virginia Policies

Leave of Absence for Elected Officials

Alera Group will provide an unpaid leave of absence to employees who have been elected or appointed to a part-time public office. If eligible, you will be granted leave for the days, or portion of any day, during which you are performing the duties of your public office.

Provide as much notice as possible of your need to take a leave of absence.

Wisconsin Policies

Bone Marrow and Organ Donation Leave

Alera Group will provide eligible employees up to six weeks of unpaid, job-protected leave in a 12-month period for the purpose of serving as an organ or bone marrow donor. Leave may only be taken for the period necessary to undergo the donation procedure and to recover from the procedure.

You are eligible for this leave if you have worked for the Company for 52 consecutive weeks and have worked at least 1,000 hours during those weeks.

If you intend to take leave under this policy, you must:

- Make a reasonable effort to schedule the bone marrow or organ donation so as to not unduly disrupt Company operations, subject to the approval of your health care provider.
- Provide the Company advance notice of the need for leave in a reasonable and practicable manner.

Notice should be provided to your Manager.

As a condition of approving leave, the Company may require medical certification stating all of the following:

- That the donee has a serious health condition that necessitates a bone marrow or organ transplant.
- That you are eligible and have agreed to be a bone marrow or organ donor for the donee.
- The expected amount of time necessary for you to recover from the donation procedure.

The Company will maintain your group health insurance during the approved leave if you had coverage under the plan immediately prior to leave.

Upon return from leave, you will be returned to your former position, or if that position is not vacant, you will be returned to a position with equivalent pay, benefits, working shift, hours, and other terms and conditions of employment. If you wish to return to work prior to the end of the scheduled leave, you will be returned to work within a reasonable time.

When taking donor leave, you are not entitled to any right, employment benefit, or position to which you would not otherwise have been entitled had leave not been taken. You are also not entitled to the accrual of any seniority or employment benefit during a donor leave.

Upon mutual agreement, you may be allowed to work in an alternative employment position while recovering from your procedure. Any period of time that you work in alternative employment does not reduce your leave entitlement.

Wisconsin Family and Medical Leave (WFMLA)

Alera Group will provide eligible employees with leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA).

Eligibility

To be eligible for WFMLA leave, you must:

- Have been employed with the Company for more than 52 consecutive weeks; and
- Have worked for the Company at least 1,000 hours (including paid time off) during the preceding 52 weeks.

Reasons for Leave

WFMLA leave may be taken for the following reasons:

- The birth or adoption of a child.
- To care for a covered family member with a serious health condition.
- To take care of your own serious health condition.

Covered family member includes your spouse, domestic partner, parents (including parents of a spouse or domestic partner), or child.

Child means a biological, adopted, or foster child, stepchild, or a legal ward who:

- Is under 18 years of age; or
- Is 18 years of age or older and incapable of self-care because of a serious health condition.

A **serious health condition** is a disabling physical or mental illness, injury, impairment, or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

Leave Usage

In a 12-month period, you may take up to:

- Two weeks of leave for your own serious health condition.
- Two weeks of leave to care for a covered family member with a serious health condition.
- Six weeks of leave for the birth or adoption of a child.

Eligible employees may take no more than a total of eight weeks of family leave for any combination of reasons stated above during a 12-month period. The 12-month period begins on January 1.

WFMLA leave will run concurrently with the federal Family and Medical Leave Act and any other federal, state, or local leave where permitted under the applicable law and any other leave.

WFMLA leave may be taken intermittently for the birth or adoption of a child as long as the leave begins within 16 weeks of the qualifying event.

During WFMLA leave, you may elect to substitute accrued paid or unpaid leave of any other type provided by the Company, provided, however, Colleagues that are covered by a Flexible Time Off (FTO) Plan, may not use FTO during such leave.

Notice Requirement

You must provide reasonable advance notice of the need for leave. Leave should be scheduled so that it does not unduly disrupt Company operations.

Medical Certification

The Company may require a written statement from your health care provider or the health care provider of your child, parent, or spouse with a serious health condition stating the reason for the leave and the probable duration of the leave.

Return to Work

If you take leave for your own serious health condition, you will be required to obtain a release from your health care provider stating that you are able to return to work.

Reinstatement

Upon returning to work at the end of leave, you will be reinstated to your former position or a position with equivalent pay, benefits, and terms and conditions of employment. You will not lose any benefits that accrued before leave was taken.

Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken WFMLA leave.

Failure to Return to Work

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you may be considered to have voluntarily terminated your employment.

Alternative Employment

While on leave, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without consent, you will be subject to discipline up to and including termination.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Wyoming Policies

[none]