

# **Contingent Worker Employee Handbook**

## **The Pride Global Family of Companies**

Pride Capital Partners, LLC  
Pride Technologies, LLC (Pride One)  
Russell Tobin & Associates, LLC  
Pride Healthcare, LLC  
Pride Accounting Services, LLC  
Pride Technologies of Ohio, LLC  
Pride BPO, LLC  
Pride Accounting Solutions, LLC  
Pride Advisory, LLC  
Pride Now, LLC  
Pride Compliance, LLC

**Revised: September 2024**

# **WELCOME TO PRIDE!**

We are excited to welcome you to the Pride Family!

We look forward to having you join our unique culture of growth and achievement. Everyone here at Pride will do his/her best to make you feel welcome and help you successfully integrate into the company.

If you have any questions, please do not hesitate to call or email your Pride Representative. I look forward to working with you soon.

Regards,

Leo Russell

President/CEO

**PRIDE EMPLOYEE HANDBOOK**  
**THIS IS NOT A CONTRACT**

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**DISCLAIMER**

The following handbook and all current and future exhibits thereto (“Handbook”) shall apply to employees of the Pride family of companies listed on the cover page (“Pride”). The information in this Handbook is intended to provide an overview of Pride’s human resources policies, but it is not intended as a complete and exhaustive listing of every policy and procedure.

The provisions of this Handbook are governed by applicable federal, state and local laws and regulations and will be interpreted in a way that is consistent with those laws and regulations. Pride has the right to modify anything in this Handbook at any time and for any reason. Pride complies with all laws and regulations to which it is bound.

This Handbook and the policies explained within are not a contract nor an offer of employment. Nothing in this Handbook creates any rights or privileges to employees beyond those conferred by laws and regulations. The Handbook does not create a right or entitlement to employment. All Pride employees are “at will” employees.

Unless prohibited by law in your state, your employment will be on an “at will” basis, which means that you have the right to leave employment at any time, for any reason or no reason, and Pride also has the right to terminate your employment at any time, for any or no reason, with or without notice. Any oral or written statements or promises made by anyone at Pride either before you are hired or during your employment are unauthorized and expressly disavowed by Pride and are not binding on Pride.

Pride makes no promises of any kind in this Handbook. Regardless of what the Handbook says or provides, to the fullest extent permitted by applicable law, Pride is free to change wages or other working conditions without having to consult with anyone or obtain anyone’s agreement, and Pride has the absolute right to terminate anyone at any time, with or without cause.

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## ABOUT PRIDE

Pride is a minority-owned, diversified business that delivers exceptional service to our clients and has done so continuously since 1983. We are headquartered in New York City and have a global reach with offices located throughout North America, Europe, Asia, and South America. By combining our different divisions, services and expertise, we are able to offer our clients unique and flexible staffing and placement services in areas such as information technology, legal, healthcare, accounting, and finance. In addition, Pride also provides its clients with Vendor Management Services (VMS), Managed Service Provider (MSP) programs, Business Process Outsourcing (BPO), and other human capital solutions that enable them to consolidate the management of their contingent workforce and to enjoy significant cost savings and risk management for temporary labor.

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## INTRODUCTION

This Handbook is designed to provide you with information regarding the policies and procedures related to your employment with Pride. The information contained in this Handbook applies to all employees of Pride. Your compliance with the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee's status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between Pride or any of its employees. This Handbook is a summary of our policies and procedures, which are presented here only as a matter of information. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This Handbook supersedes all previous Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Pride reserves the right to change, suspend, interpret or cancel all or any part of its employment policies and procedures with or without notice at any time. Any such modification need not be reflected in this Handbook. Employee's employment shall be governed by and construed in accordance with the laws of the state where Employee is assigned to work. Any dispute arising from employee's employment shall be submitted to arbitration before the American Arbitration Association in New York unless stated otherwise by applicable law.

Should you have any questions on the interpretation of any policy or procedure in this Handbook, it is very important that you speak to your Pride contact or Pride's Legal Department to seek clarification.

## POSTERS AND NOTICES

Pride makes available to all of its employees the applicable state specific posters and notices through the following website: <https://www.prideglobal.com/posters-and-notices/> (hereinafter referred to as "Pride's Posters & Notices"). All employees will be required to review Pride's Posters & Notices for the state where they will be working and sign an Acknowledgement Form.

## POLICIES & PROCEDURES

Pride believes that all employees must be treated equally and fairly. In order to ensure the highest levels of professionalism, we have outlined some of our policies and procedures herein. These policies and procedures do not constitute a contract between you and Pride and shall remain so during your entire tenure with Pride. Violations of these or any other policies may result in disciplinary action up to and including discharge.

From time to time, Pride shall send out communications, surveys, trainings, or other similar materials to Employees. Employee acknowledges that their timely responses are a condition of their employment, and failure to respond to requested communications from Pride may subject Employee to disciplinary action, up to and including termination.

## BACKGROUND CHECKS & DRUG TESTS

Prior to beginning your assignment with Pride, you may have to complete a criminal background check, employment verification, license verification, drug test, or other background check as required by Pride or its clients. All such background checks and drug tests will be performed in accordance with applicable law.



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## ADDITIONAL POLICIES, PROCEDURES, TRAINING, AND AGREEMENTS

In addition to that which is required for your employment by Pride, you may be subject to additional policies, and procedures, required to complete additional training, and execute additional agreements or acknowledgements specific to your work assignment. For example, the company to which you are assigned may have a separate technology policy with which you must comply or a proprietary time entry software system that you will be required to use. All employees must, as a condition of their employment, at all times comply with client-specific requirements. If you have any questions about such a requirement, please contact your Pride representative.

## STAKEHOLDER RELATIONS

Pride is dedicated to providing the best possible service to our customers and clients. We require our employees to treat guests, candidates, clients as well as their fellow staff members in a courteous and respectful manner at all times. All of us have an obligation to represent Pride in a positive fashion and to make each other and our customers feel as comfortable as possible in dealing with our organization. The success of Pride relies upon the relationships we develop with our clients and candidates.

## EMPLOYEE QUESTIONS, SUGGESTIONS & CONCERNS

Pride believes that a high level of communication and feedback among all employees is vital to our continued success as a company. Although we strive to treat all employees fairly and professionally, we nevertheless are interested to know whether you believe that there are problems in the workplace that need to be addressed. Accordingly, if there is something about your job that is bothering you or affecting your work, or you have a suggestion or concern, please first speak with your contact at Pride. Past experience shows most problems can be settled by a simple examination and discussion of the facts. If you are not satisfied with their response or if you do not feel comfortable speaking with your contact at Pride, you may contact the Legal Department at [Legal@prideglobal.com](mailto:Legal@prideglobal.com). If you feel that the Legal Department did not provide a satisfactory response, please speak to Leo Russell. He too will attempt to provide a satisfactory response to the issue presented.

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## GENERAL EMPLOYMENT POLICIES

### EMPLOYMENT DEFINED

An “employee” of Pride is a person who provides services for the company on a wage or salary basis. Employees may include exempt, non-exempt, regular full-time, regular part-time, temporary persons, and others employed with the company who are subject to the control and direction of Pride in the performance of their duties. While employed by Pride, employees may not work from home during office hours, unless given express written permission, which may come in the form of a client assignment. To that end, employees must comply with client expectations regarding work location which may be full time in office, hybrid, or remote. Employees should understand that expectations regarding work location may change over the course of your assignment and are expected to comply with client requirements, if any. Please contact your Pride representative if you have any questions regarding work location. By accepting a position with Pride, employees affirm that they will be able to fully perform all of the duties and responsibilities associated with their employment.

### EMPLOYMENT RELATIONSHIP

Unless prohibited by law in your state, your employment will be on an “at will” basis in accordance with company policies. Employment with Pride is based on mutual consent and both the employee and Pride have the right to terminate your employment at will, at any time, with or without cause. You entered into employment voluntarily, and you are free to resign at any time for any reason or no reason at all. Similarly, Pride is free to conclude its relationship with any employee at any time for any reason or for no reason at all. No manager, supervisor or employee has any authority to enter into an agreement for employment. Unless otherwise stipulated explicitly in writing, no form of compensation will continue after the conclusion of the employment relationship. This Handbook does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee, express or implied.

### PERFORMANCE REVIEWS

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis and record a summary of the conversation in Pride’s performance management system (XYME). It is the employee’s responsibility to schedule and drive performance reviews. However, depending on your assignment, you may also receive detailed and constructive evaluations geared toward maximizing your potential within the company on your assignment. These evaluations will be held monthly and will provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive and purposeful approaches for meeting goals.

### EQUAL EMPLOYMENT OPPORTUNITY

Pride is an Equal Opportunity Employer and adheres to a strict non-discrimination policy regarding the treatment of all employees and applicants. Pride is committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. It is the policy of Pride to recruit, employ, retain, compensate, train, promote, discipline, terminate, and otherwise treat all employees and job applicants based solely on qualifications, performance, and competence. All employees and applicants will be treated without regard to race, color, sex, age, citizenship, national origin, veteran status, genetics information, current or future military status, sexual orientation, pregnancy, marital or familial status, physical or mental disability or other status protected by law.

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## **ANTI-HARASSMENT POLICY**

All employees are required to receive annual sexual harassment training as well as carefully review and acknowledge Pride's Sexual Harassment Policy. Please find the Pride Sexual Harassment Policy and Complaint Form attached hereto as Exhibit A and acknowledge receipt thereof. Employees may be required to review additional state specific sexual harassment materials, Client rules and regulations, and/or view such additional materials in Pride's Posters & Notices, which will be provided to employees.

## **PREGNANCY AND DISABILITY ACCOMODATION POLICY**

Pride complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities or who are pregnant. Consistent with this commitment, Pride will provide a reasonable accommodation to disabled and pregnant applicants or employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship for Pride.

If you believe you need an accommodation because of your disability or pregnancy, please reach out to Pride benefits at [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com).

## **REASONABLE ACCOMODATION OF PREGNANCY (MARYLAND AND NEW YORK CITY EMPLOYEES ONLY)**

In accordance with local law, please find your applicable notice of rights during pregnancy attached hereto as Exhibit B and Exhibit C.

## **RELIGIOUS ACCOMODATION POLICY**

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, Pride will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for Pride.

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, please reach out to Pride benefits at [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com)..

## **GENDER TRANSITION POLICY**

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their sex, sexual orientation, gender identity, or gender expression. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. Accordingly, please find Pride's Gender Transition Policy attached hereto as Exhibit D.

## **PROTECTION OF REPRODUCTIVE HEALTH DECISION MAKING POLICY (New York Employees only)**

Pride complies with New York Labor Law Section 203-E, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of reproductive health decision. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. Accordingly, please find Pride's Protection of Reproductive Health Decision Making Policy attached hereto as Exhibit F.

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## CHILD LABOR POLICY

Pride Global strictly adheres to the Fair Labor Standards Act (FLSA), which generally prohibits the employment of minors under the age of 18. In exceptional cases where employment of minors aged 16 and 17 is permissible, such individuals may only be employed in non-hazardous roles and must provide appropriate work permits and proof of age prior to commencing employment. The working hours of minor employees will comply with all applicable regulations, including restrictions on the number of hours worked per day and per week, as well as limits on the times of day they may work. The safety and health of all employees, including minors, are of paramount importance to Pride Global, and we are committed to providing a safe working environment, free from hazardous tasks or conditions for minor employees. Pride Global is committed to ensuring that all employees come to no physical, mental, or other harm as a direct or indirect result of their work or working conditions.

Pride Global is committed to complying with all applicable federal, state, and local laws regarding employment eligibility and background checks. This policy shall be enforced in alignment with legal requirements and best practices. Any suspected violations of this policy should be reported immediately to a supervisor or the Human Resources department. Violations of this policy will result in disciplinary action, up to and including termination of employment. Pride Global values the well-being and rights of all our employees and remains steadfast in our commitment to ethical employment practices.

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## ANTI-RETALIATION POLICY

Pride strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Pride's policies, procedures or standards of conduct or other conduct prohibited by law or regulation. Pride further requires that all employees cooperate with the company in an internal investigation of any matter and to provide, honest, truthful, and complete information to the best of the employee's ability. Accordingly, any employee who participates in good faith in an investigation is protected from retaliation under this policy. Pride encourages its employees to make good faith disclosures of any misconduct or violation of a policy, procedure or standard of conduct to the appropriate company representative. A disclosure or report is made in good faith whenever the person holds a "reasonable" belief that a violation of company policy, procedure or standard of conduct has occurred, or holds a reasonable belief that an action taken is prohibited by law or regulation. A report is not made in good faith if it is based on information known to be false, intentionally or negligently ignores or overlooks information that would disprove the violation, is made with the purpose of falsely maligning another employee or is otherwise made for an improper purpose.

Employees and applicants will not be subject to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in the following:

- Filing an internal or external discrimination complaint;
- Assisting or participating in a discrimination investigation, compliance evaluation, or similar activities related to EEO laws;
- Opposing unlawful or discriminatory practices;
- Encouraging someone to oppose such practices; or
- Exercising any rights or privileges under this policy or applicable EEO laws, regulations or executive orders

Retaliation may exist when action is taken against a person who made the initial complaint or action is taken against a person(s) who participated in the investigation into whether a violation occurred. The "action" that forms the basis for retaliation can take many forms, and includes, but is not limited to, any action or conduct that deprives the individual of employment opportunities or otherwise adversely affects the individual's status as an employee or the work environment. Any employee found to have retaliated against another employee in violation of this policy is subject to discipline, up to and including discharge from employment.

Pride takes all complaints of retaliation very seriously and will investigate all complaints in a timely manner and will take appropriate steps to address claims of retaliation when substantiated. Employees who observe any act that could be construed as retaliatory should also report the conduct to Employee Relations or the Legal Department at [Emprelations@prideglobal.com](mailto:Emprelations@prideglobal.com)/ [Legal@prideglobal.com](mailto:Legal@prideglobal.com).

## LODGING A COMPLAINT

An employee who believes that he/she has been subjected to unlawful discrimination, harassment or retaliation or otherwise wishes to bring an issue to the company's attention may file a complaint with Employee Relations or the Legal Department at [EmpRlations@pridedglobal.com](mailto:EmpRlations@pridedglobal.com)/[legal@prideqlobal.com](mailto:legal@prideqlobal.com).

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## PAYROLL PRACTICES AND COMPENSATION

### BUSINESS HOURS

Pride's normal business hours are 8:30 a.m. to 5:30 p.m. (EST), Monday through Friday. However, the normal business hours of your assignment may differ. Employees will receive their specific work schedule from their client site manager and/or Pride representative. Employees may be required to come in early, work late, or work overtime hours (when eligible and with prior approval) from time to time, depending on various factors, such as workloads, staffing needs, and special projects. If you have any questions about your work schedule, you should speak with your representative at Pride to avoid any misunderstanding.

### PAY PERIODS

You will be informed of your pay period during the onboarding process. Please direct any questions regarding your pay period to your representative at Pride.

### OVERTIME

Pride employees receive overtime compensation in accordance with applicable federal, state, and local laws.

### PAYMENT OPTIONS

Pride has mandatory direct deposit for all employees. Please speak with your Pride representative for more information. Employees may elect to have their paychecks directly deposited to any bank or credit union of their choice in the continental United States. An Authorization Agreement Form for Direct Deposit must be signed and sent to Pride's Payroll Department upon hire. If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit and submit it to the Payroll Department.

### TIMEKEEPING

To ensure that Pride has complete and accurate time records and that employees are paid for all hours worked, employees are required to record all hours worked. Employees must record their time using the time keeping system provided to them during onboarding. Employees should record on a daily basis all actual time worked. Your time entries will be reviewed and approved by both Pride and a representative where employee is assigned.

Falsifying time entries, including by working "off the clock," is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline up to and including termination. You must immediately report to Pride any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

For more information on how to report a perceived violation, please see the "Lodging a Complaint" section of this Handbook.

### EXPENSE REIMBURSEMENT

Periodically, employees do incur expenses associated with work performed. Please speak with your Pride representative for more information on expense reimbursement.

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## ON THE JOB

### STANDARDS OF CONDUCT

Pride work rules and standards of conduct are important, and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own job(s) and conducting the company's business. Employees are required at all times to behave in a professional manner, and to carry out their work duties in a manner that reflects favorably on Pride, its affiliates, and clients; at no time should an employee behave in a manner that infringes on the rights of others or subjects the company or its clients to disrepute. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, this section of the Handbook provides examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment.

### EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information supplied and collected throughout the hiring process and employment, which may include, but not be limited to: applications, résumés, CVs or other information received from employees. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and including termination.

### ATTENDANCE

Pride requires regular and punctual attendance from all employees. Employees will be provided their work schedules prior to their assignments. Employees who are going to be absent for a full or partial workday or late for work must notify their Pride representative as far in advance as possible before the start of the work day. Employees who must miss work because of emergencies or other unexpected circumstances must notify their Pride representative as soon as possible.

Please read the applicable poster and notice for your state in Pride's Posters & Notices for more information.

### OFFICE ATTIRE

A professional appearance is important and as such appropriate dress, grooming, and cleanliness standards contribute to the business image presented to our clients, employees, and potential employees. Therefore, Pride expects its employees to present a clean and professional appearance when they represent the company, which includes but is not limited to representing the company on company premises or on client sites. At all times, employee appearance shall be appropriate to the workplace to which he/she is assigned.

### PERSONAL PROPERTY

It is imperative that you safeguard your own personal belongings when working onsite during your assignment. Pride does not guarantee the security of employees' personal property. Therefore, you should take special precautions to protect your belongings at all times. Please remember not to leave valuables in an unsupervised work area.

### FOOD & BEVERAGES

Employees are expected to comply with the food and beverage policies applicable to their workplace assignment and applicable law.

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## SOCIAL MEDIA POLICY

Pride recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, wikis, and similar services (collectively, "Social Media"). Employees should be mindful of the differences between personal and professional use of Social Media, and that irresponsible use of Social Media can pose risks to Pride's and client's confidential and proprietary information, reputation, brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that Pride's and client's IT resources and communications systems are used appropriately, Pride expects its employees to adhere to the following guidelines and rules regarding Social Media use.

**Professional Use of Social Media.** Pride encourages its employees to participate professionally in Social Media as a means of generating interest in Pride's services and creating business opportunities. However, Social Media should never be used to:

- Violate or circumvent any of Pride's or its client's policies or procedures, standards of ethics, or code of conduct;
- Violate any of Pride's or its client's confidentiality and proprietary rights policies, or the rights of its clients, candidates, or employees;
- Engage in unlawful harassment or discrimination against current employees or applicants for employment;
- Violate Pride's or its client's privacy policies or terms of use for its company websites;
- Violate any other laws or ethical standards;

**Personal Use of Social Media.** Employees should not engage in personal use of Social Media sites during normal working hours unless doing so is related to job activity. Employees should not represent or give the impression that any statements or opinions they express on Social Media are those of Pride or its clients. Pride does not permit employees' use of Pride's logo, Pride's intellectual property, or any image associated with Pride, its employees, clients, or candidates on employee's personal Social Media without prior written consent from an authorized company executive. In keeping with this policy, Pride requests that employees adhere to the guidelines listed below when participating in Social Media sites:

- Make clear that the views you express are yours alone and do not necessarily reflect those of Pride or its clients;
- Do not disclose any confidential or proprietary information regarding Pride or its clients;
- Be at all times respectful of Pride, its employees, clients, affiliates, and others, avoiding inappropriate comments, disclosure of confidential information, harassing, discriminatory, or defamatory behavior.

**Monitoring & Discipline.** Employees have no expectation of privacy when accessing any Social Media or other internet sites using Pride or client equipment, including company-provided internet access, whether during or after work hours.

Consult your Pride representative or the Pride Legal Department with any questions regarding this policy, your activity on Social Media, or the appropriateness of publishing information about concepts or developments related to Pride. Employees who violate this policy may be subject to discipline, up to and including termination of employment.

Additionally, employees may receive materials from Pride's clients regarding the use of Social Media, confidential information, and intellectual property. Employees will also be required to watch Pride's Intellectual Property and Confidential Information training video



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## LACTATION POLICY

Pride supports women who choose to express milk at the workplace. Accordingly, please find Pride's lactation policy in Exhibit E of this Handbook.

## POLITICAL POLICY

Pride does not allow political campaigning or partisan political activities at any Pride or client workplace or facility, and does not permit the use of Pride or client resources, including computers, telephones, e-mail, or employee work time, for political campaigning, fundraising, or partisan political activities.

Pride employees have the right to participate individually in the political process and to make voluntary contributions of their non-working time and personal resources to support candidates and political parties of their choice. Pride encourages employee involvement in the political process, but these activities must not conflict with your work performance and you must make it clear that you are acting as a private citizen and that you do not represent Pride or its clients.

## JURY DUTY & VOTING LEAVE

Pride encourages employees to fulfill their civic duties related to jury service and voting. Depending on applicable law, some Employees summoned for jury duty may be entitled to paid time off for jury service. Please speak with your Pride representative for more information regarding this or see Pride's Posters & Notices for more information.

If you receive a jury summons, you must inform your Pride representative as soon as possible to make arrangements for a leave of absence. Pride reserves the right to require employees to provide proof of jury duty service to the extent authorized by law. You are expected to return to work if you are excused from jury duty during regular working hours or released from jury duty earlier than expected.

## GAMBLING IN THE WORKPLACE

Employees shall not engage in gambling activities during work hours and are prohibited from using Pride or client equipment, facilities or client sites for which they are assigned to carry out such activities for any gambling activities.

## DISCIPLINARY PROCESS

If you are located in an at will employment state, your employment at Pride is on a purely at will basis, which means that you can be disciplined and/or terminated with or without cause at any time and with or without prior notice. Pride attempts to treat employees fairly and equitably. For certain offenses such as theft, intoxication, fighting, insubordination, or other lesser violations of company policy, we endeavor to provide employees with prior warnings so that they may correct their behavior before discharge becomes necessary. In addition, Pride will take appropriate action up to and including discharge at its discretion against any employee who is found to be in violation of the employment policies and standards set forth by the company. In all matters, the company reserves its inherent right to exercise full discretion and authority to make all employment decisions as a purely at will employer.

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## CONSENT TO PHOTOGRAPH & MONITORING

Employee acknowledges that Pride employs video surveillance in its offices in order to promote safety, prevent unlawful activity, investigate misconduct, manage information systems, comply with legal guidelines, and for other legitimate business purposes. Employees acknowledge that Pride may, in its sole and absolute discretion: (i) videotape or photograph employees on Pride's premises or while employees are on duty; (ii) record wire and oral communications involving employees made on Pride's premises or utilizing the company's equipment; and (iii) monitor, recover, and/or record all of an employee's activities utilizing Pride's computer and/or software.

Employees hereby also unconditionally and irrevocably agree, consent, and authorize Pride to videotape, photograph, and/or record employees on the company's premises or while employee is on duty and to use all such videotapes, photographs, and recordings in its sole and absolute discretion. Employee waives any right to royalties or compensation arising or related to the use of employee's image.

## CONFIDENTIAL INFORMATION & INTELLECTUAL PROPERTY

In the course of your employment with Pride, you may be granted access to or be exposed to confidential information of Pride, Pride's affiliates, Pride's clients, other employees, and candidates. This policy summarizes the responsibilities of Pride employees as they relate to confidential information and intellectual property. The objective of the policy is to protect the interests of Pride and Pride's clients and ensure compliance with Pride's obligations to its clients and licensors.

"Confidential Information" may include, but is not limited to, the following items. Individuals who are uncertain if the type of information being used is confidential should seek clarification from their manager or supervisor.

- Employee personal information, such as name, birth date, race, gender, marital status, disability status, veteran status, citizenship, Social Security number (SSN), home address, home telephone number(s), relatives' names, addresses, and telephone numbers
- Employee personnel files and information, such as employment status, leave of absence information, appointment begin and end dates, termination date, termination reason, payroll information, salary rates, tax information, withholdings, direct deposit information, benefit enrollment information, and Protected Health Information (PHI);
- Business information, such as organizational finance information, including rates and investments, operating plans, strategic, business and marketing plans, management documentation, security information, policies and procedures, legal documents, audit reports, emails and other internal communications;
- Client information, such as client lists, agreements, communications and correspondence, rates, services, reports, and deliverables.

### EXAMPLES OF INTELLECTUAL PROPERTY

"Intellectual Property" may include, but is not limited to, the following items. Individuals who are uncertain if the type of information being used is considered Intellectual Property should seek clarification from their manager or supervisor.

- Logos, slogans, and other marketing materials
- Designs
- Inventions
- Software and other computer code
- Video, audio, and other content
- Presentations, Models, Analyses, and Reports
- Methods, processes, know-how, formulas, and other trade-secrets

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## CONFIDENTIAL INFORMATION POLICY

All Pride employees and those acting on behalf of Pride who have access to confidential information or intellectual property of Pride, Pride's employees or clients, or the confidential information of Pride's clients, will maintain the confidentiality of all such confidential and private information and ensure that such information is treated in accordance with Pride's policies, including but not limited to this policy and all applicable security policies. Employee will view, use, and disclose such materials only in the performance of the employee's job duties, and for no other purpose, unless otherwise given permission in writing, but in no event for the employee's personal benefit. Employees are expected to maintain the confidentiality of all such confidential and private information, follow this Policy and all applicable security policies, and not to disclose it or use it in any way that is not required for your job duties. Persons are expected to use discretion and good judgment, and to follow ethical standards, when using or transmitting confidential information. This obligation to secure the confidentiality of information includes without limitation, adhering to the following guidelines:

1. Information is to be kept confidential and not disclosed to individuals, including persons without a need to know. Information is to be used for job-related purposes only, and the use of such information for private or personal purposes is strictly prohibited.
2. Information should not be accessed, discussed, or left visible in the presence of outsiders, both outside of the office and inside of the office (as third parties are often present in the office) or at a client work site.
3. Employees should exercise extreme care when transmitting information including without limitation:
  - a. Ensuring that the distribution of information is limited to intended recipients.
  - b. Being cognizant that transmissions by voice, e-mail, or facsimile are easily forwarded by recipients to individuals who the original transmitter may not have intended or contemplated as a recipient.
  - c. Pride's employees and, whenever possible, independent contractors and subcontractors should send Pride business-related emails through the company's email system.
  - d. Employees should not email information from their company e-mail account(s) to their personal e-mail.
  - e. Employees should send information by facsimile only with a fax cover sheet alerting the recipient that the facsimile contains privileged and/or confidential information.
4. Before sharing Information with outside vendors (including independent contractors and subcontractors), employees should ensure, wherever practicable, that the vendor has signed an appropriate confidentiality agreement with Pride.
5. Whenever contacted by the media or any outside publication or organization for information regarding Pride, employees must follow Pride's policies for External Communications as outlined in this policy and elsewhere in Pride's employee handbook.

In addition, by accepting employment, employee agrees that Pride will own any and all intellectual property that, in Pride's sole opinion, are made on company time or using company assets, that relate to Pride's business, or that are required to meet Pride's obligations, and that the employee will assist Pride in perfecting and protecting its title to such intellectual property.

Pride employees and those acting on behalf of Pride shall immediately report any suspected violation(s) of this policy or any other action which violates the confidentiality of Pride information to the employee's manager/supervisor, or Pride legal department. Pride will not tolerate retaliation toward or harassment of employees who in good faith report a suspected or knowing violation(s) of this policy. The identity of individuals providing information about a suspected violation(s) will be protected within legal limits. Individuals who take retaliatory action will be subject to disciplinary action, up to and including termination.

When in doubt, the employee should treat information acquired in the course of employment at Pride, as well as the means of accessing such information (including but not limited to keys, usernames, and passwords) in the

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strictest confidence and consult their direct supervisor or Pride's legal department for clarification.

Failure to comply with this policy shall be grounds for disciplinary action up to and including termination.

CLIENT CONFIDENTIAL INFORMATION POLICIES

In addition to the above policy, Employees shall also comply with applicable confidentiality, intellectual property, and security policies of any Pride clients to which they are assigned.

## COMPLIANCE WITH THE HEALTH INSURANCE PRIVACY AND PORTABILITY ACT OF 1996 (“HIPAA”)

In the course of your employment with Pride, you may be exposed to “protected health information” (“PHI” as defined by HIPAA) of patients, employees, temporary workers, or others. Access to PHI will be granted on a “need to know basis,” which is defined as information that is required in order to perform your responsibilities. You are expected to keep any such PHI strictly confidential and it must not be shared with anyone, including but not limited to your co-workers, family, or friends.

A violation of this policy shall be grounds for disciplinary action, up to and including termination of employment and legal action, regardless of whether you actually benefitted from the disclosure of PHI. Upon separation from your employment with Pride, or when at an earlier or later date you are requested by a member of management, you must promptly deliver to Pride all property of Pride or its clients, as well as the original and all copies of all other documents containing any proprietary or confidential information.

## EMPLOYMENT ELIGIBILITY VERIFICATION COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986 (“IRCA”) and any other applicable federal, state, or local laws, Pride is committed to employing only those who are authorized to work in the US, and will not discriminate on the basis of national origin or citizenship in hiring, recruiting or terminating employees.

Every employee of Pride must adhere to all aspects of this policy. Failure to comply with IRCA may subject Pride and any responsible individuals to civil monetary or criminal penalties. Violations of this policy may be grounds for employee discipline, up to and including termination of employment.

## COMPANY & CLIENT PROPERTY

Employees should take all possible care when using Pride’s or our client’s property, goods, intellectual property, and services and ensure they are used efficiently, carefully, and honestly. Certain employees may be entrusted with Pride and/or client computers, monitors, and/or related items, for them to work remotely for Pride and/or client (if necessary, in the performance of the employees’ job duties and/or assignment). Regardless of the type of property entrusted, employees agree to be financially responsible for the cost of replacing any Pride or client property entrusted to them, should they damage and/or fail to return the property, upon request. Unless permission has been granted by your contact at Pride, Pride and client property is not to be used for personal purposes. Any Pride or client property, including but not limited to computers, laptops, monitors, phones (cellular or land line), tablets, headsets, and other computer equipment, shall remain the property of Pride and/or client at all times, and must be returned immediately upon request. Pride reserves the right to report any employee or former employee who fails to comply with this policy to law enforcement.

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## DATA SECURITY AND PRIVACY POLICY

Pride must protect restricted, confidential, or sensitive data from loss to avoid reputation damage and to avoid adversely impacting our clients. Pride strives to balance the critical business requirement of protecting such data with the need for flexibility and access to accomplish work tasks. Though no procedure is perfect (i.e. it is not anticipated that this technology control can prevent all theft or detect all sensitive data), Pride has promulgated this policy to promote awareness among employees and to avoid accidental loss scenarios. This policy outlines the requirements for data leakage prevention, a focus for the policy and a rationale.

The term "Data" includes all sensitive or proprietary data of Pride, its employees, candidates, and clients that requires protection including, but not limited to, personal identifying information ("PII"), financial, accounting, legal restricted, sensitive, confidential information, and intellectual property.

You are required to comply with the following rules related to data security:

1. Immediately report any unknown, un-escorted, or otherwise unauthorized individual on Pride's or client's premises to your supervisor.
2. Visitors must be escorted by an authorized employee at all times, and must be restricted to areas appropriate for their visit.
3. Do not to reference or otherwise disclose Data, including its subject or content, publicly, to any unauthorized third party, or via systems or communication channels not controlled or authorized by Pride.
4. Maintain a clean desk, leaving no sensitive Data exposed unnecessarily or unattended at your workstation (this applies to work performed at Pride's offices, at home and at a client work site).
5. Comply with the Pride or client password policy, utilizing secure and complex passwords on all systems that contain or transmit sensitive data. Passwords must be unique and must not be used on other external systems or services.
6. Terminated employees must return all Data, in whatever form, to Pride upon their termination. Employees shall execute a written acknowledgement of this policy during their onboarding process.
7. Immediately notify your supervisor in the event that a device containing in Data is lost (e.g. mobiles, laptops etc).
8. In the event that you find a system or process which you suspect is not compliant with this policy or the objective of information security you have a duty to inform your supervisor so that they can take appropriate action.
9. If you have been granted permission to work remotely, you must take appropriate precautions to ensure that data is appropriately handled and stored, and not improperly disclosed. Seek guidance from your supervisor if you are unsure as to your responsibilities.
10. Please ensure that assets holding Data are not left improperly exposed, for example visible in the back seat of your car.
11. Data transfers must utilize approved secure transfer methods (e.g. encrypted USB keys, secure file shares, encrypted email etc). Pride or client will provide you with systems or devices that fit this purpose. You must not use other mechanisms to handle sensitive Data. Please direct any questions or issues about data transfer to your contact at Pride.
12. Any information being transferred on a portable device (e.g. USB stick, laptop) must be encrypted in accordance with industry best practices and applicable law and regulations. If there is doubt regarding the requirements, seek guidance from your supervisor.

Additionally, employees may receive materials from Pride's clients in regards to their specific assignments regarding the use of confidential information and intellectual property. Employees will also be required to watch Pride's Intellectual Property and Confidential Information training video.

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## REMOVABLE MEDIA

The following policy applies to all employees of Pride who use Pride's or its client's network. This policy outlines the minimum standards for acceptable use of removable media devices. For purposes of this policy, removable media devices shall include, but are not limited to, optical discs, cellular phones, DVDs, CDs, Blu-ray discs, compact flash cards, external hard drives, digital cards and memory sticks, floppy disks and zip disks, magnetic tapes, paper storage including but not limited to, punch cards or punched tapes.

Pride wishes to prevent damage to all removable media devices of the company or Pride's clients, as well as prevent the compromise or loss of company data. Pride hereby imposes the following mandatory restrictions on the use of all removable media devices:

- Removable media devices owned or leased by Pride or its clients shall be the only removable media used by employees while on Pride's or their client's premises.
- No employee shall be permitted at any time to use any unauthorized removable media with Pride's or its clients systems.
- Pride's or its client's removable media devices shall only be used by authorized persons of the company to transport or store company data when other secure means to do so are not reasonably available.
- Authorized persons shall only use removable media devices for the purposes of storing or transporting company data for work-related tasks.

Pride's or its clients removable media devices shall be protected by the authorized users of such removable media devices and shall be treated with the same care as the company's sensitive material. Authorized employees are expected to take all necessary precautions to secure said devices.

Please note that employees assigned to client sites are required to comply with the terms of this Policy and policies of the client site at which they perform their job function(s).

## WORK PRODUCT

All work product produced by employees during their assignment with a Pride client shall be considered "works for hire" made by employees on behalf of such client, and shall belong exclusively to such client and/or its designees. If by operation of law any of said work product, including all related intellectual property rights, is not owned in its entirety by the client automatically upon its creation, then employees shall irrevocably assign to client and its designees the ownership of all such work product, including all related intellectual property rights. Employees agree to provide any assistance required to perfect all copyrights, registrations and/or other protections that may be available to client, and employees agree to take any action and execute and deliver any further agreements and other instruments as Pride's clients may reasonably request.

## EXTERNAL COMMUNICATION

The following section sets forth Pride's policies regarding external communication(s) made on behalf of, or that can be viewed as being on behalf of, the company or its clients. Employees making any such statements, comments or communicating through any written form in a public forum on any matter relating to the company or its clients must do so in a way that is in keeping with the values and standards set forth by Pride. Additionally, such communication(s) must protect and support the reputation of the company. Only those given authority to do so by Pride may speak with the media and/or other public forums on behalf of the company.

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## COMPUTER, E-MAIL & INTERNET USAGE

For purposes of this section, “Technology” refers to any computer hardware (including, but not limited to computers, smartphones, tablets, file servers, computer networks, video and audio systems, phones, copy machines, and scanners), electronic communications (including but not limited to the Internet, e-mail, instant messaging, and text messaging), software applications, computer data and documents, and websites (including, but not limited to blogs and social media) that are owned or provided by Pride or any of its clients, or to which Pride or any of its clients may provide its employees with access. This section states the guidelines for acceptable use of such Technology. Any employee who uses Technology in violation of this section will be subject to disciplinary action including, but not limited to, denial of access or termination of employment.

Pride employees are expected to use Technology responsibly and productively as necessary to perform their job duties. Employees shall not use Technology for personal use. Employees may not use Technology to transmit, receive, view, or store any material or content that is defamatory; discriminatory; harassing; pornographic; contains derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes or sexual preference; disparaging, abusive, profane, offensive, or that is or is related to any illegal activities (including, but not limited to, piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail).

Employees may not use Technology in a manner that infringes on the intellectual property rights of Pride, its clients, or any other person. Employees may not use Technology in a way that limits or disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (i.e. sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading, opening, or installing any software or other program files or online services from the Internet without prior approval from Pride or its clients. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of Pride is responsible for the content of all text, audio, video or image files that he or she places or sends over Pride’s or its client’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide or otherwise obscure the identity of the sender or represent the sender as someone else. Pride’s client’s corporate identity may be attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

Employees should take all precautions to ensure that e-mail communications are not only sent to the intended recipient(s), but also that the language used in the subject and body of the e-mail represent Pride and its clients in a favorable light. All e-mail communications sent to and/or from your Pride or client email account is the property of Pride or the client and will not be considered the confidential communications of an employee. Pride strictly prohibits the use of profanity, defamatory, sexual or any other disparaging remarks when sending e-mail communications. Breach of these rules may subject an employee to disciplinary action up to and including termination of employment.

Employees acknowledge that they have no expectation of privacy in their use of Technology. Pride and its clients reserve the right to examine, monitor, store, copy, edit, and regulate all employee use of Technology, and to take any action it deems necessary to prevent a violation of this policy or mitigate any risks associated with a violation of this policy.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.



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## **BORROWING/ACCEPTING/GIVING GIFTS**

Employees should not accept compensation, gifts, commissions, perks, or other benefits from a person or organization outside of the company if the intent of the gift or the benefit could be interpreted as an attempt to induce the employee to waive or reduce requirements or to extend a financial or other benefit to a person or organization outside of the company and to the detriment of the company's interest.

While it is impossible to define all circumstances surrounding this policy, as a general rule, no employee should accept a gift or benefit if it could be seen as intended or likely to cause that employee to:

- Perform their job in a way that is inconsistent with the way in which an employee would normally perform his or her job function; or
- Cause them to deviate from their usual course of duty.

Employees may accept token gifts or benefits in certain circumstances provided that there is no possibility that the employee might be perceived as being compromised as a result of said gift or benefit. Gifts of nominal value generally used for promotional purposes, or as moderate acts of hospitality may be accepted by employees. However, it is the responsibility of the employee to notify their manager as soon as the gift or benefit is received. In addition, employees must not take advantage or seek to take advantage of their position to obtain a benefit, either for themselves or someone else. Moreover, Pride prohibits employees from conferring cash gifts to any individual(s) or organization(s) on behalf of Pride and/or clients

Employees may receive additional materials in their onboarding from Pride's clients regarding borrowing/accepting/giving gifts.

## **CONFLICT OF INTEREST**

All Pride employees have an ethical responsibility to promote the company's best interests. As such, no employee may engage in any conduct or activity that is inconsistent with Pride's or its client's best interests or that in any manner disrupts, undermines, or impairs Pride's relationship with any client or prospective client or any outside organization, person or entity with which Pride has or proposes to enter into an arrangement, agreement, or contractual relationship of any kind.

Employees must ensure that there is no conflict or incompatibility between Pride and their personal interests. For purposes of this policy it is not possible to define all potential areas of a conflict of interest and while not all inclusive, the list below provides examples of such:

- Loans, personal payments, gifts of other than nominal value (less than \$50), or personal payments of any kind from any person or business enterprise that:
  - competes with Pride; or
  - purchases or sells, or seeks to purchase or sell, goods or services, to, or from, Pride.
- Initiating or approving personnel actions affecting reward or punishment of employees or applicants where there is a family relationship or appears to be a personal or social involvement.
- Promotion of or soliciting for any political entity, domestic or foreign.
- Promotion of or soliciting for clients for own private business.
- Additional employment that prevents or hinders the performance of a person in their role. Any form of additional employment activity (whether business, cultural, musical, athletic, volunteer or political) must be shared with your immediate Pride supervisor.
- Making any unlawful agreements with clients.

If any employee becomes aware of any actual or potential conflict of interest, the employee should immediately notify their Pride representative of such conflict and take precautions to avoid any unfavorable outcome to Pride as a result of the conflict. If a conflict of interest arises where an employee engages or is likely to engage in activities or advances, or is likely to advance personal or other interests at the expense of Pride's interests or the interests of other employees, Pride may then intervene and take reasonable steps to protect its interests and that of its employees.



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If an employee is in doubt as to whether a conflict exists, he/she should reach out to their Pride representative. Wherever possible, employees should disqualify themselves from situations of conflict of interest. Pride reserves the right to determine whether relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case where Pride determines, in its sole discretion, that a relationship between an employee and a non-employee or an employee and an outside organization or individual presents an actual or potential conflict of interest, Pride may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not limited to, transfers, reassignments, changing shifts or responsibilities, or, disciplinary action up to and including the possibility of immediate termination.

## **WAGE DISCLOSURE PROTECTION**

In accordance with State and federal law (including, but not limited to under the Minnesota Wage Disclosure Protection Law), you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection Law are to bring a civil action against your employer and/or file a complaint with the appropriate State and/or federal agency (which in is the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354).

## HEALTH AND SAFETY

### NO SMOKING & VAPING

Smoking is not allowed on Pride or client premises, which includes, but is not limited to: private offices; work areas; kitchen area; conference rooms; storage rooms; and outdoor decks.

“Smoking” shall include inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other smoking equipment or device in any manner or form, including but not limited to vaporizers and similar electronic cigarette / smoking devices. Employees are expected to exercise common courtesy and respect the needs and sensitivities of co-workers with regard to this smoking policy. In accordance with relevant law, Pride prohibits any form of retaliation against an employee for exercising, or attempting to exercise, any rights under this policy.

### EVACUATIONS

Employees must comply with all rules and regulations for emergency evacuations set forth by the facility to which they are assigned, irrespective of whether the emergency is actual or simulated.

### DRUG-FREE & ALCOHOL-FREE WORKPLACE

It is the policy of Pride and its clients to maintain a drug- and alcohol- free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Pride also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Pride prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company’s reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination.

### VIOLENCE IN THE WORKPLACE

In commitment to its employees and clients, Pride has set a standard of expectation that at all times a safe, collaborative workplace free from violence or threats of violence will be provided. For purposes of this employment standard, “workplace violence” is any violent or potentially threatening behavior that arises from or occurs in the workplace that affects Pride’s employees, clients, or visitors. Pride does not tolerate behavior, whether direct or through the use of company facilities, property, or resources, that:

- is violent;
- threatens violence;
- unlawfully harasses or intimidates others, including but not limited to stalking behavior;
- interferes with an individual’s legal rights of movement or expression; or
- disrupts the workplace, a client’s workplace or the Pride’s ability to provide services to the public.

Prohibited violent or threatening behavior includes, but is not limited to, physical acts, oral or written statements, harassing telephone calls, gestures and expressions, or behaviors such as stalking. Individuals who engage in any conduct prohibited by this standard may be banned from Pride or client property, and may be subject to discharge or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, and field locations.

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## TIME AWAY FROM WORK AND EMPLOYEE LEAVE

### FEDERAL LEAVE: FAMILY AND MEDICAL LEAVE (FMLA)

The section below outlines your rights and responsibilities as an employee under the Family Medical Leave Act ("FMLA") as outlined by the U.S Wage and Hour Division of the Department of Labor. Additional information regarding this policy and other information pertaining to your FMLA rights and responsibilities can be found at [www.wageandhour.dol.gov](http://www.wageandhour.dol.gov).

Pursuant to the FMLA, employees who have been employed by Pride for at least one (1) year and who have worked at least 1,250 hours (not including time spent on paid or unpaid leave) over the previous twelve (12) months are entitled to twelve (12) weeks unpaid leave during the twelve (12) month period for the following family and medical emergencies:

- (1) The birth of a child and to care for the newborn child within one (1) year of birth;
- (2) The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
- (3) To care for the employee's spouse, child, or parent who has a serious health condition;
- (4) A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- (5) Any qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service;
- (6) Military caregiver leave to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single twelve (12) month period to take care of leave to care for that service member.

An eligible employee can take up to twelve (12) weeks of unpaid leave under the FMLA circumstances (1) through (5) above during any twelve (12) month period. Pride will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Pride will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available FMLA leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to twenty-six (26) weeks under the FMLA circumstance (6) above (military caregiver leave) during a single twelve (12) month period. For this military caregiver leave, Pride will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available.

At the conclusion of any such leave, the employee shall return to his or her position or to an equivalent position, in accordance with the FMLA. If an employee fails to return to work upon expiration of a leave of absence without notifying and obtaining prior permission, Pride shall assume the employee has elected to resign from their position at the company.

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## PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA leave must provide verbal or written notice of the need to their Pride representative and to Pride's Benefits Department at [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com). Within five (5) business days after the employee has provided such notice, the Benefits Administrator will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for leave is foreseeable, the employee must provide Pride with at least thirty (30) days' notice. When an employee becomes aware of a need for FMLA leave less than thirty (30) days in advance, the employee must provide notice of the need for leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with Pride's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## LEGAL COMPLIANCE

These policies will be interpreted and applied in accordance with the FMLA regulations thereunder, and all other applicable laws, and to the extent that this policy may conflict with those laws, such laws are controlling over this policy. In the event these laws change and to the extent that this policy may conflict, those laws will then control over this policy. Further, Pride retains all rights and remedies under applicable law, whether or not expressly set forth in this policy. Should you have any questions concerning FMLA leave you may speak with the Benefits Department or the Legal Department.

## STATE AND LOCAL LEAVE

Depending on an employee's work location, certain qualifying employees may be eligible for other types of leave not explicitly set forth in this Handbook. For more information about the benefits available at your work location, please contact [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com) or visit Pride's Posters & Notices.

## EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, and depending on applicable law, Pride will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current company policy, the employee pays a portion of his/her health care premium. While on FMLA leave, the employee must continue to make this payment by mail. The payment must be received by Pride's Benefits Department by the last day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. Pride will provide fifteen (15) days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, or a circumstance beyond the employee's control, Pride may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

## INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

In accordance with applicable law, leave may be available on an intermittent or reduced schedule basis if you (or your family member) are receiving treatment for a serious health condition and it is medically necessary for you to take the time off on this basis. You must provide certification from your physician when requesting leave for this purpose indicating that such leave is medically necessary along with information on the expected duration and schedule of such leave.

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## **MEDICAL AND OTHER CERTIFICATIONS**

Pride will require certification for the employee's and their family member's serious health condition and for Military Exigency Leave requests. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Pride may directly contact the employee's health care provider for verification purposes. Before Pride makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical verification. In compliance with HIPAA Medical Privacy Rules, Pride will obtain the employee's permission for clarification of personal health information.

For leave due to a serious health condition, Pride may also require examination(s) by a physician of its choice to confirm the necessity for the leave, as well as its duration. You may also be asked during your FMLA leave to have the physician provide recertification of the continued necessity of such leave.

For leave due to the employee's own health condition, you will be asked to provide certification of your ability to return to work from your healthcare provider. If you are not well enough to return to work prior to exhausting all of the allowable medical leave, you may be eligible to take a personal leave of absence (as described in a separate policy). In such a case, your leave will become a personal leave of absence and you will be entitled to any rights and benefits under that policy.

## **DATA/STATUS CHANGES AND QUESTIONS REGARDING BENEFITS**

Employees have a continuing responsibility to provide Pride with current and updated information so that Pride may ensure that benefits are properly maintained and distributed. Any data/status changes should be submitted through your Pride representative and questions regarding benefits and enrollment should be directed to [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com).

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## **SICK LEAVE USE POLICY (CALIFORNIA EMPLOYEES ONLY)**

Most employees are entitled to at least 24 hours (or 3 days) of paid sick leave each year.

An employee must work for the same employer for at least 30 days within a year in California and complete ninety (90) days of employment prior to using sick leave. Sick leave may not be applied to absences within the first ninety (90) days of employment. Sick leave will accrue and carry over from calendar year to calendar year up to the permissible local maximum. Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

If the need for paid sick leave is foreseeable, employees shall provide at least one (1) day advance oral or written notification to the employee's supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the employee's supervisor of the intention to apply sick leave to the employee's absence within ten (10) days of use. An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Unused sick leave is not paid out upon separation from Pride.

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## SEPARATION

The following section outlines Pride's policy surrounding an employee's separation from the company. Separation from the company occurs when an employee leaves Pride's payroll. The following policy provides information regarding what happens to your benefits when you separate.

## SEPARATION FROM EMPLOYMENT

Unless stated otherwise in this Handbook or applicable law, employees will have no further entitlement to any compensation including base salary, commissions, management fees, discretionary bonus, or any accumulated and unused leave upon separation from employment, unless otherwise entitled to payment for accumulated and unused PTO upon separation from employment by State law (including but not limited to California).

## RETURN OF PRIDE & CLIENT PROPERTY

When an employee separates from Pride for any reason and/or the employee's assignment has ended, all Pride and client equipment shall be returned to the employee's supervisor on or before the employee's last day at work or assignment (whichever is applicable). If applicable to the employee (which includes those working remotely, hybrid, and in-office), equipment includes, but is not limited to: Pride or facility issued ID cards and/or devices; computer and software; Pride- or client-issued cell phone, tablet, monitor, storage media, any other devices; or any other Pride- or client- issued property, devices or equipment.

Furthermore, on or before the employee's last day or work or assignment (whichever is applicable) or sooner if requested by Pride, employees must provide their supervisors with any and all passwords needed to access computer systems, electronic or voice mail systems, hard disks, USB flash drives, or any other documents or property that belongs to Pride. Employees should expect that their access to e-mail, voice mail, and all other Pride or client systems will terminate as of the employee's last day of work or assignment (whichever is applicable).

Should an employee require assistance (of any sort) in order to fulfil the requirements of this policy, they must immediately (within 72 hours of the end of their assignment or work, whichever the case may be) contact their Pride representative so that arrangements can be made for the return of all property.

## CONTACT INFORMATION

In some instances, Pride may need to contact employees after their departure for a variety of reasons. If an employee's departure will involve relocation, the employee should notify their Pride representative or the Legal Department and provide future contact information.

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**ACKNOWLEDGEMENT**

The undersigned hereby acknowledges that he/she received a copy of the Pride Contingent Worker Employee Handbook or has been directed to the handbook online and the employee has the ability to access and review an online version of the Employee Handbook.

The undersigned also understands and acknowledges the following:

- I understand that the Employee Handbook does not create an express or implied employment contract. As an at-will employee, I understand that my employment may be terminated at any time, for any reason without prior notice.
- I understand that the Employee Handbook replaces and supersedes any previous employee handbook published and issued by Pride.
- I understand that I am responsible for reading and understanding the contents of the Employee Handbook, including any updates that occur at any time, via paper and/or online versions.
- I agree to comply with all the policies set forth in the Employee Handbook.
- When I am unclear about the policies or procedures in place at Pride, I acknowledge that it is my responsibility to seek answers from my supervisor or the Legal Department.
- I understand that the policies and procedures contained in the Employee Handbook are continually evaluated and may be amended, modified, or terminated at any time and without any advance notice.

I have read and agree to this Acknowledgement.

Employee Name: \_\_\_\_\_  
(please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**EXHIBITS TO EMPLOYEE HANDBOOK**

**Exhibit A** – Sexual Harassment Policy and Complaint Form

**Exhibit B** – Notice of Pregnant Employee Rights (Maryland employees only)

**Exhibit C** – Notice of Pregnant Employee Rights (New York City employees only)

**Exhibit D** – Gender Transition Policy

**Exhibit E** – Lactation Policy

**Exhibit F** – Protection of Reproductive Health Decision Making Policy (New York employees only)

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## **EXHIBIT A - SEXUAL HARASSMENT PREVENTION POLICY**

### **Introduction**

Pride Technologies, LLC, Russell Tobin & Associates, LLC, Pride Healthcare, LLC, and its other affiliates (collectively, "Pride"), are committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Pride's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Pride, or with a government agency or in court under federal, state or local antidiscrimination laws.

### **Policy**

Pride's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, and persons conducting business with Pride.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

### **Retaliation Prohibition**

No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Pride will not tolerate retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Pride who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform the Legal Department ([legal@prideglobal.com](mailto:legal@prideglobal.com)). Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Pride to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

Pride will conduct a prompt, thorough, and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Pride will provide all employees a complaint form for employees to report harassment and file complaints. A copy of the complaint form is attached hereto.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Legal Department.

This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

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**What Is Sexual Harassment?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;

Such conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples Of Sexual Harassment**

The following list (which is not exhaustive) describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical assaults of a sexual nature, including, but not limited to touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body, rape, sexual battery, molestation or attempts to commit these assaults.
2. Unwanted sexual advances or propositions, including but not limited to requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments, subtle or obvious pressure for unwelcome sexual activities, sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
3. Sexual or discriminatory displays or publications anywhere in the workplace, including, but not limited to displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
4. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
5. Sabotaging an individual's work;
6. Bullying, yelling, name-calling.

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**Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a co-worker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

**What is "Retaliation"?**

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

1. filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
2. testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
3. opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. complained that another employee has been sexually harassed; or
5. encouraged a fellow employee to report harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. Pride cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report to the Legal Department. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Legal Department.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Legal Department.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

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**Complaint and Investigation of Sexual Harassment**

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible. An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

While the process may vary from case to case, investigations will generally be conducted in accordance with the following steps:

1. Upon receipt of complaint, the Legal Department will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, request the individual to complete the written Sexual Harassment Complaint Form. If he or she refuses, the Legal Department will prepare a Complaint Form based on the oral reporting.
2. If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
3. Request and review all relevant documents, including all electronic communications.
4. Interview all parties involved, including any relevant witnesses;
5. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  6. A list of all documents reviewed, along with a detailed summary of relevant documents;
  7. A list of names of those interviewed, along with a detailed summary of their statements;
  8. A timeline of events;
  9. A summary of prior relevant incidents, reported or unreported; and
  10. The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
11. Keep the written documentation and associated documents in a secure confidential location.
12. Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
13. Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Pride but is also prohibited by state, federal, and local law. Aside from the internal process at Pride, employees may also choose to pursue legal remedies with the following governmental entities at any time.

**New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Pride does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

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DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

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

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

**Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the state, county, city or town (or the appropriate agency) in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

**Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

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**SEXUAL HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Legal Department via email at [legal@prideglobal.com](mailto:legal@prideglobal.com). Once you submit this form, Pride will follow its Sexual Harassment Prevention Policy and investigate your claim.

If you are more comfortable reporting verbally or in another manner, your complaint will still be managed appropriately, effectively and in accordance with Pride's sexual harassment prevention policy.

To ensure a prompt and thorough investigation please provide the following information:

**COMPLAINANT INFORMATION**

Name:

Reporting Person: (if other than above)

Home Address:    Work Address:

Home Phone:    Work Phone:

Job Title:    Email:

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:    Work Address:

**COMPLAINT INFORMATION**

Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor       Subordinate       Co-Worker       Other

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.

Date(s) sexual harassment occurred:

Is the sexual harassment continuing?      Yes       No

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

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

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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 Pride investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



EXHIBIT B - NOTICE OF PREGNANT EMPLOYEE RIGHTS (MARYLAND EMPLOYEES ONLY)

# Pregnant & Working

State of Maryland  
Commission on Civil Rights  
6 Saint Paul Street, Suite 900  
Baltimore, MD 21202-1631

## Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability **and** the accommodation does not impose an undue hardship on your employer. *State Government Article, §20-609(b)*

## What Does That Mean?

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at work. Your employer must explore "all possible means of providing the reasonable accommodation." *State Government Article, §20-609(d)*

The law lists an assortment of options for both you and your employer to consider in order to comply with a request for reasonable accommodation. These include, but are not limited to:

- Changing job duties
- Changing work hours
- Relocation
- Providing mechanical or electrical aids
- Transfers to less strenuous or less hazardous positions
- Providing leave

Every situation is different. You must explore every available option with your employer to decide what accommodation best suits your needs.

## What If I Am A Victim Of Discrimination?

If you believe your rights under the law have been violated, you must file a complaint with MCCR **within 6 months** of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. **All procedures by MCCR are confidential until your case is certified for public hearing or trial.**

## Do I Need A Doctor's Note?

It depends on what your employer requests. The law allows an employer, at his or her discretion, to require certification from your health care provider regarding the medical advisability of a reasonable accommodation, but only to the same extent certification is required for other temporary disabilities. *State Government Article, §20-609(f)*

If required, the certification must include:

- Date a reasonable accommodation is medically advisable.
- Probable duration of the accommodation should be provided.
- Explanation as to the medical advisability of the reasonable accommodation.

## Can I Still Get In Trouble?

**Retaliation is prohibited under State Government Article, §20-609(h)** when exercising your rights. If an employee seeks to exercise her right to request a reasonable accommodation for a temporary disability due to pregnancy, an employer may not:

- Interfere with;
- Restrain;
- Deny the exercise; or
- Deny the attempt to exercise the right.

Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

EXHIBIT C - NOTICE OF PREGNANT EMPLOYEE RIGHTS (NEW YORK CITY EMPLOYEES ONLY)



**NEW YORK CITY** is a family friendly city with a strong and vibrant workforce, including pregnant women and people with children. The **NYC COMMISSION ON HUMAN RIGHTS** wants to help you keep your workforce strong and your job secure.

The City Human Rights Law requires employers to provide reasonable accommodations to address the needs of an employee for her pregnancy, childbirth or related medical condition; and also requires employers to provide written notice of employees' rights under the law.

<h3>EMPLOYERS</h3>	<h3>EMPLOYEES</h3>
<p>Take the time to work with your employee to agree on a reasonable accommodation that:</p> <ul style="list-style-type: none"><li>• Values your employee's contributions to the workplace</li><li>• Helps your employee satisfy the essential requisites of her job</li><li>• Keeps her in the workplace for as long as she is able and wants to continue working</li><li>• Is right for your employee &amp; doesn't cause undue hardship in the conduct of your business</li></ul> <p>Ignoring a request for a reasonable accommodation or firing your employee after she requests one can expose you to damages and civil penalties. Stay informed about your obligations under the law – contact the Commission for more information, including how you must notify employees about their rights under the law.</p>	<p>If you need a reasonable accommodation to continue working or remain employed, you can request one. Examples include:</p> <ul style="list-style-type: none"><li>• Breaks (e.g. to use the bathroom, facilitate increased water intake, or provide necessary rest)</li><li>• Assistance with manual labor</li><li>• Changes to your work environment</li><li>• Time off for prenatal appointments</li><li>• A private, clean space and breaks for expressing breast milk</li><li>• Light duty or a temporary transfer to a less strenuous or hazardous position</li><li>• Time off to recover from medical conditions related to childbirth</li></ul> <p>If your request for a reasonable accommodation has been ignored or denied without an appropriate alternative, speak with someone at the Commission.</p>

**The type of reasonable accommodation appropriate for an employee should be tailored to the needs of the employee and the employer. Call the Commission to help keep women in the workplace.**

**NYC** Commission on Human Rights | [www.nyc.gov/humanrights](http://www.nyc.gov/humanrights) or call **311**  
@NYCCHR  
Bill de Blasio, Mayor • Carmelyn P. Malalis, Commissioner/Chair

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## EXHIBIT D - GENDER TRANSITION POLICY

### **Purpose**

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their sex, sexual orientation, gender identity or gender expression. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees, including procedures when an employee transitions from presenting as one sex to presenting as another. This policy supports Pride's equal opportunity policy, which includes gender identity and gender expression.

This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees. The needs of each transgender or gender non-conforming employee will be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee. By providing a work environment of characterized by respect, Pride strives to create a workplace in which all employees can achieve professional satisfaction.

This document is intended to be used by those who may be or are transgender, their co-workers, managers, and friends. If you need any assistance understanding something in this document and/or the requirements of this policy, please contact Pride's Legal Department at [legal@prideglobal.com](mailto:legal@prideglobal.com).

### **Definitions**

The following definitions are not intended to label employees but to provide information that may be helpful for understanding these guidelines. Employees may or may not use these terms to describe themselves.

Sex refers to the classification of a person as male or female. This label is assigned at birth, usually based on a doctor's visual assessment of a baby's external anatomy. A person's sex is actually a combination of physical characteristics (including chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics) and gender identity.

Gender refers to the behavioral, cultural, or psychological traits commonly associated with a sex.

Gender identity refers to a person's internal, deeply held, identification as male or female, or something other or in-between. Gender identity has both biological and genetic components and is sometimes referred to as the "brain sex" because it is hard-wired in the brain. It is the most important determinant of a person's sex. Most people have a gender identity of man or woman, although for some people, their gender identity does not fit neatly into one of those two choices.

Gender expression refers to a person's characteristics and behaviors that may be perceived as masculine or feminine. These include a person's name, pronouns, appearance, dress, hairstyle, mannerisms, speech patterns, and social interactions.

Gender dysphoria refers to a diagnosis recognized by the American Psychiatric Association (APA). A person with this medical condition experiences severe distress caused by the conflict between their gender identity and the sex they were assigned at birth. The APA used to classify transgender people as having gender identity disorder (GID) but made changes to gender identity related diagnostic criteria because being transgender is not a disorder. Not all transgender people experience gender dysphoria. However, the availability of a medical diagnosis may facilitate appropriate treatment to alter a person's sex characteristics to match their core gender identity.

LGBT is a common abbreviation that refers to the lesbian, gay, bisexual, and transgender community. Sexual orientation refers to a person's physical, romantic, or emotional attachment to another person. Gender identity and sexual orientation are not the same, and transgender people, like non-transgender people, may be heterosexual, gay, lesbian, bisexual, or asexual.

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Transgender is an umbrella term used to describe a person whose gender identity is different from their sex assigned at birth. Being transgender is a part of the natural diversity of human beings and is not inherently pathological or negative. Other terms used include:

1. Transgender woman or transwoman. A person who was assigned to the male sex at birth but who identifies as female.
2. Transgender man or transman. A person who was assigned to the female sex at birth but who identifies as male.
3. Gender non-conforming. A term used to describe some people whose gender expression is different from conventional expectations of masculinity and femininity. A gender non-conforming person may or may not identify as transgender. Some transgender people are gender non-conforming and others conform to the gender expression of the sex they identify with.
4. Nonbinary. A term used by some people who define their gender as falling somewhere on a continuum between, or outside of, the categories of man and woman. A genderqueer person may or may not also identify as transgender.
5. Cisgender refers to a person whose gender identity is consistent with the sex the person was assigned at birth.
6. Transition refers to the process of changing one's gender from the sex assigned at birth to one's gender identity. There are many ways to transition. For some people, it is a complex process that takes place over a long period of time. For others, it might be a one- or two-step process that happens quickly. Transitioning may include some or all of the following steps:
7. Coming out," or telling family, friends, and co-workers.
8. Using a different name and new pronouns.
9. Dressing differently, to correspond to the person's gender identity.
10. Changing a person's name or sex designation on legal documents.
11. Accessing medical treatment, such as hormones or surgery.

Not all transgender people want or are able to take all of the above steps.

Some people who meet the criteria under the transgender umbrella term do not consider themselves transgender. Rather they may simply identify as a man or woman or may use other words to describe themselves. The goals, principles, rights, and responsibilities described in this policy apply whether or not a particular individual self-identifies as transgender.

### **Transitioning at Work**

Some people are comfortable with the sex they were assigned at birth, but a portion of the population experiences discomfort or disconnect between the physical manifestations of their assigned sex and the gender they fundamentally experience as their gender identity. A percentage of this population takes steps to change their physical presentation or their gender expression. The process by which a transgender person publicly changes their gender presentation is usually known as "transitioning," although a better term is "gender-affirming treatment." The purpose of the treatment is to alter the body to match the person's gender identity.

There are many ways to transition. A transitioning individual usually changes their name, pronouns, clothing, and appearance. Transitioning may also include hormone therapy, surgery to alter physical appearance, or surgical alterations to anatomy. Some transitioning steps are conducted under medical supervision based on a set of standards developed by medical professionals. Not all transgender individuals will take the same transition steps and many transgender individuals do not have surgical procedures, for personal, financial, or other reasons.

Each individual who transitions will have their own set of unique factors that will require a customized plan. In order to maintain an inclusive, respectful, and functional workplace, the rights and responsibilities for all parties involved are described below.

### **Transitioning Individual**

At Pride, all employees have the right to be openly who they are, while still maintaining professional expectations. If you are the transitioning individual, this means that you may express your gender identity, characteristics, or expression without fear of consequences. With this right comes the expectation that you will work with Pride to ensure we understand your reasonable needs and you understand the reasonable expectations of you.

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An individual's transition will be treated as confidential and disclosed only on a need-to-know basis. However, you are encouraged to participate in the necessary education of your coworkers at whatever level you feel comfortable.

As early as you feel comfortable disclosing your intention to transition, please inform key personnel who can assist you. Your first point of contact should be your immediate supervisor or Pride's Legal Department (Initial Contact). Your Initial Contact will help you put together a Support Team of other managers and staff that will help you develop a Workplace Transition Plan that is appropriate for you and Pride.

You should explain your intentions, needs, and concerns to your Support Team. Although not all employees will join Pride with the same level of education, Pride is committed to providing educational resources in support of its equal employment opportunity policies.

#### **Supervisors/Support Team Members**

Pride supports diversity. If someone who reports to you tells you of their intent to transition, or if an employee in your workplace is currently transitioning, your support is critical. You should recognize that the transitioning individual may be nervous to make themselves vulnerable to you, a person on whom their job depends. Here are some ways you can show respect and sensitivity while communicating with your employee:

1. Reassure the transitioning employee that you will keep your conversations with them confidential. Ask the employee what information you should and should not share with other people.
2. Volunteer to be part of the transitioning employee's Support Team.
3. Educate yourself about transgender issues and the transition process or allow the transitioning employee to educate you.
4. Be open-minded and discuss with the transitioning employee their needs and concerns.
5. Reiterate that the transitioning employee is covered by all of Pride's existing policies, including the equal employment opportunity policy.
6. Ask for suggestions on how you can help the employee in their transition. Help the person create a Workplace Transition Plan or review the plan if already created.
7. Ask if the transitioning employee is considering a name change. If yes, ask when the employee wants you to start using the new name. Ask what pronouns the person wants you to use.
8. Within Pride's policies, be flexible to meet the transitioning employee's need for time off for medical or personal appointments related to their transition. Treat transition-related time off requests the same as you treat requests for time off for other employees.

#### **Coworkers/Other Employees**

All employees should read the entire Workplace Transition Policy to familiarize themselves with transgender issues and Pride's policies on gender transitioning at work. All employees remain subject to Pride's equal employment opportunity policy.

All employees should use the name and pronouns that a person prefers, consistent with their gender identity. If you are not sure of the appropriate name or pronoun to use, do respectfully ask the person which name or pronoun they prefer. It is a violation of Pride's equal employment opportunity policy, to intentionally refer to someone by the wrong name or pronouns after they have made clear their preferences.

If, after reviewing this policy, an employee has any concern about a transgender coworker's appearance, use of a restroom or other sex-segregated facilities, or any other issues, they should contact the Legal Department to discuss their concerns. The Legal Department will obtain the transgender employee's consent before disclosing any information designated confidential in a Workplace Transition Plan.

#### **Privacy**

At Pride, our transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee decides when, with whom, and how much to share their private information. In the context of Pride's health benefits plan, information about an employee's transgender status (such as the sex they were assigned at birth) can be protected health information subject to privacy standards under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any applicable state or local privacy laws.

Managers, human resources staff, and coworkers should not disclose information that may reveal an employee's transgender status to others. That kind of personal or confidential information may only be shared with the transgender employee's consent and with managers or coworkers who truly need to know in order to do their jobs.



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However, transitioning individuals are encouraged to participate in the necessary education of their coworkers at the level they feel comfortable.

**Employee Records**

A transgender employee has the right to be addressed by their chosen name and the pronouns corresponding to the employee's gender identity. In everyday written and oral communications, Pride will refer to the transitioning employee by their new name and pronouns consistent with the Workplace Transition Plan.

Pride will change an employee's official records to reflect a change in name or gender upon request from the employee. Some records, such as those related to payroll, insurance coverage, and retirement accounts, may require proof that the employee has legally changed their name or sex designation. If the employee's legal name does not match their new name, Pride will update all records that can be changed without a legal name change to match the employee's new name. These records include but are not limited to:

1. Email account name.
2. Address, phone, and email address directories.
3. Identification card.
4. Security access badge.
5. Business cards
6. Company website pages that mention the transitioning employee.
7. To change the name or sex designation reflected in your personnel records, please contact the Legal Department.

**Restroom and Locker Room Access**

All Pride employees have a right to a safe and appropriate restroom and locker room facilities, including the right to use a restroom and locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. Transgender women will have access to the women's restroom and locker room and transgender men will have access to the men's restroom and locker room.

Any coworkers who have concerns about sharing a restroom or locker room with a transgender employee may contact the Legal Department.

**Leave Benefits and Health Plan Coverage**

A transitioning employee may need time off to obtain appropriate gender-affirming treatment. Pride will treat requests for leave related to transition care the same as any other medical leave. In addition, a transitioning employee may use paid time off for any transition-related time away from work. Pride will provide flexibility to meet the employee's needs for transition-related appointments, consistent with Pride's policies on leave for other purposes.

The transitioning employee should communicate their need for time off with that employee's supervisor to minimize work disruptions. All medical information, including any surgery plans, will be treated the same as other confidential medical information.

Please speak to the Benefits Department, [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com), for information about whether your health plan will cover medical expenses associated with transitioning.

## EXHIBIT E – LACTATION POLICY

### **PRIDE GLOBAL LACTATION ACCOMMODATION POLICY**

Pride Global (“Pride”) provides accommodations to employees who pump during work hours. This includes the following lactation accommodation policy administered by the Legal Department.<sup>1</sup> Starting March 2019, this policy will be provided to all current employees and all new employees at the start of their employment.

In accordance with the New York City Human Rights Law, Pride provides reasonable accommodations for employees’ pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, Pride will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work.

Pride will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the Legal Department.<sup>2</sup>

### **Multi-Purpose Space Available for Use for Lactation**

If an employee works in the New York City office, Pride has designated the conference room next to the Hear Me/Zoom Room on the 29<sup>th</sup> Floor as a lactation room when employees are using the room to express breast milk. Please note the room has been made private for this purpose. Pride will notify other employees that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time[s] when employees need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room.<sup>3</sup>

The employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes.

Pride will ensure that the multi-purpose room can be locked from the inside so that the employee pumping can do so without intrusion.

Pride will ensure that the multi-purpose room is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water and a refrigerator to store breast milk.

When more than one employee needs to use the multi-purpose room to express breast milk, Pride will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the space among multiple users with screens, curtains, or other privacy measures; or creating a schedule for use.

If the multi-purpose room is unavailable for use as a lactation room when an employee needs it, Pride will provide another private conference room for temporary use as a lactation room. For employees at all other Pride and/or client work locations (not Pride’s New York city office), they will be provided with a location, appropriate for expressing milk, in accordance with law and this Policy.

### **Reasonable Time to Express Breast Milk**

Pride will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk.<sup>4</sup> Pride will speak with the

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<sup>1</sup> Employees who are nursing have additional rights under the New York State Labor Law (N.Y. Lab. Law § 206-c, information available at <https://www.labor.ny.gov/workerprotection/laborstandards/pdfs/guidelinesexpressionofbreastmilkfinal.pdf>), and federal Break Time for Nursing Mothers Law (Fair Labor Standards Act of 1938 (29 U.S.C.A. § 207), information available at <http://www.dol.gov/whd/nursingmothers>). For additional information on the New York City Human Rights Law, visit <http://www.NYC.gov/HumanRights>.

<sup>2</sup> Employees may also contact the New York City Commission on Human Rights by visiting <http://www.NYC.gov/HumanRights>.

<sup>3</sup> N.Y.C. Admin. Code § 8-107(22)(b)(ii).

<sup>4</sup> N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, p. 8, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy\\_InterpretiveGuide\\_2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy_InterpretiveGuide_2016.pdf). Reasonable time must be at least the amount of time required pursuant to section 206-c of the New York Labor Law. Law and guidelines can be found here: <https://www.labor.ny.gov/workerprotection/laborstandards/pdfs/guidelinesexpressionofbreastmilkfinal.pdf>. It provides that, “An employer

employee to determine a schedule of breaks that reasonably accommodates the pumping needs of the employee.

An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are compensated for break time.<sup>5</sup>

### **Lactation Accommodation Request Process**

Before an employee returns from parental leave, Pride will resend this policy to the employee in writing (electronically or by mail) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work.

Employees may also independently request a lactation accommodation by contacting the Pride Chief of Staff. A request may be made orally or in writing to the Pride Chief of Staff and should indicate that the employee will need accommodations for expressing breast milk at work.

The Pride Chief of Staff will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days.<sup>6</sup> During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Pride will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs, unless that poses an undue hardship for the employer.<sup>7</sup>

Pride recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

### **Undue Hardship<sup>8</sup>**

If Pride believes that the lactation accommodation requested poses an undue hardship on Pride, Pride will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue<sup>9</sup>

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shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express breast milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace."

<sup>5</sup> The Fair Labor Standards Act and New York State Labor Law also require employers to provide certain accommodations for employees to express breast milk. See U.S. Dep't of Labor, Wage and Hour Div., "Fact Sheet #73: Break Time for Nursing Mothers under the FLSA," <https://www.dol.gov/whd/regs/compliance/whdfs73.pdf>; N.Y. Lab. Law § 206-c.

<sup>6</sup> N.Y.C. Admin. Code § 8-107(22)(c)(i)(2). See N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy\\_InterpretiveGuide\\_2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy_InterpretiveGuide_2016.pdf).

<sup>7</sup> It is the employer's responsibility to prove that an accommodation poses an undue hardship. Inconvenience is not an undue hardship. In determining whether an accommodation poses an undue hardship, factors that may be considered include but are not limited to:

- (a) The nature and cost of the accommodation;
- (b) The overall financial resources of the facility or the facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility;
- (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees, the number, type, and location of its facilities; and
- (d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>8</sup> It is the employer's responsibility to prove that an accommodation poses an undue hardship. Inconvenience is not an undue hardship. In determining whether an accommodation poses an undue hardship, factors that may be considered include but are not limited to:

- (a) The nature and cost of the accommodation;
- (b) The overall financial resources of the facility or the facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility;
- (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees, the number, type, and location of its facilities; and
- (d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>9</sup> The term "cooperative dialogue" means the process by which a covered entity and a person entitled to an accommodation, or who may be entitled to an accommodation under the law, engage in good faith in a written or oral dialogue concerning the person's accommodation needs; potential accommodations that may address the person's accommodation needs, including alternatives to a requested accommodation; and



as quickly as possible, but absolutely no later than five (5) business days from the date of the request.<sup>10</sup> The conversation between Pride and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with Pride about their needs, and Pride has an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

For example, if Pride believes the length of time an employee needs to pump is an undue hardship for Pride to accommodate, Pride will engage in a cooperative dialogue with the employee to determine if there is an accommodation, such as an adjusted pumping schedule, or more frequent pumping breaks for shorter periods of time, that addresses Pride's concerns and the employee's needs.

During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Pride will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs unless doing so poses an undue hardship.

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the difficulties that such potential accommodations may pose for the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>10</sup> N.Y.C. Admin. Code § 8-107(22)(c)(i)(2). See N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy\\_InterpretiveGuide\\_2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy_InterpretiveGuide_2016.pdf).

## EXHIBIT F - PROTECTION OF REPRODUCTIVE HEALTH DECISION MAKING POLICY (NEW YORK ONLY)

### Prohibition of Discrimination Based on An Employee's or Dependent's Reproductive Health Decision Making

In accordance with N.Y. Lab Law Section 203-E, an employer shall be prohibited from accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent. Nothing stated in N.Y. Lab Law Section 203-E shall be construed to limit any rights of an employee provided through any other provision of law, common law or collective bargaining unit.

An employer shall not:

- (a) discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or
- (b) require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of N.Y. Lab Law Section 203-E. In any civil action alleging a violation of N.Y. Lab Law Section 203-E, the court may:

- (a) award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff;
- (b) afford injunctive relief against any employer that commits or proposes to commit a violation of the provisions of N.Y. Lab Law Section 203-E;
- (c) order reinstatement; and/or
- (d) award liquidated damages equal to one hundred percent of the award for damages pursuant to paragraph (a) of this subdivision unless an employer proves a good faith basis to believe that its actions in violation of N.Y. Lab Law Section 203-E were in compliance with the law.

Any act of retaliation for an employee exercising any rights granted under N.Y. Lab Law Section 203-E shall subject an employer to separate civil penalties under N.Y. Lab Law Section 203-E. Retaliation or retaliatory personnel action means discharging, suspending, demoting, or otherwise penalizing an employee for:

- (a) making or threatening to make, a complaint to an employer, co-worker, or to a public body, that rights guaranteed under N.Y. Lab Law Section 203-E have been violated;
- (b) causing to be instituted any proceeding under or related to this section; or
- (c) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule, or regulation by such employer.