



**GreenState**  
CREDIT UNION

# **Employee Handbook**

Updated  
**December 2025**

For employees of  
**GreenState Credit Union, GreenState Insurance, and GreenState Trust**

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## A Letter from Our CEO

Team GreenState,

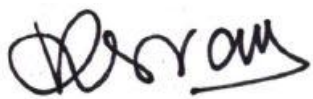
I am pleased to introduce our updated Employee Handbook. This guide reflects our ongoing commitment to fostering a collaborative, innovative, and inclusive workplace where every employee can thrive. Whether you have a long tenure or are newer to the GreenState team, you play a critical role in the way we support our members, communities, and each other.

As you read through the Employee Handbook, you will discover the expectations and guidelines that shape our workplace culture and define the standards for professional behavior at GreenState. These are designed not only to uphold our mission and values, but also to provide clarity and support as you navigate your responsibilities and support our collective success. I encourage you to review it carefully and use it as a resource throughout your journey with GreenState. Your dedication, integrity, and professionalism are what make GreenState a truly exceptional place to work.

Should you ever need clarification or additional information, please remember that your managers and the Human Resources team are committed to supporting you. By embracing the principles outlined in this handbook, each of us contributes to a positive, respectful environment and helps ensure the ongoing success of GreenState, our members, and our communities.

Thank you for your commitment to our culture and for the positive impact you make every day. Together, we will continue to build a strong and vibrant future for GreenState.

Regards,



Vic Israni  
President/Chief Executive Officer  
GreenState Credit Union

## Purpose of the Handbook

The Employee Handbook outlines expectations that all employees of GreenState Credit Union, GreenState Insurance, and GreenState Trust (collectively referred to as “GreenState” or “the Company”) must follow. Whether listed as a standard, policy, practice, or rule, these employment expectations are required to be followed by all employees.

At GreenState, our employee expectations are rooted in our Mission, Vision, and Core Values. Our ultimate purpose is to create lasting value for our employees, members and communities. We encourage employees to strive for excellence in their work, have fun and foster a positive team spirit, be adventurous and embrace continuous improvement, grow through learning, and make a meaningful impact on those we serve. Beyond this, we trust employees to demonstrate reliability, integrity, accuracy, dependability, and a high level of competence in all aspects of their roles. Whether in the workplace or representing GreenState elsewhere, employees are expected to act with decency, respect, and in accordance with all applicable laws and regulations.

Employees are encouraged to consult this Handbook as an ongoing resource during their tenure with GreenState. For any questions or clarifications, managers or human resources are available to provide guidance and support.

Business conditions may evolve, and this Handbook provides an overview of the policies in effect as of its publication date. This document is not to be construed as an “employment contract” or as conferring any contractual rights. While GreenState anticipates that these benefits and policies will remain in place, GreenState reserves the right to amend, discontinue, or update them as circumstances require.

This Handbook supersedes all previous versions of handbooks, policies, standards, practices or rules, is applicable to all employees and is subject to revision as necessary. Should any discrepancies arise between the provisions herein and another agreement the terms of that specific agreement shall prevail. The most current version of the Employee Handbook is accessible via GreenSpace, our Company intranet.

## Compliance with Applicable Laws

This Handbook will be interpreted and applied in accordance with all federal, state, and local laws. Whether in the workplace or representing GreenState elsewhere, employees are expected to comply with all applicable laws as a condition of continued employment. If any part of this Handbook conflicts or appears to conflict with the law, the legal requirements take precedence and will be applied in compliance with the law.

When applicable law requires additional notices or information, GreenState will ensure employees receive them.

## Who We Are

Organized in 1938, GreenState has grown to be one of the Midwest's largest credit unions and one of the top financial institutions nationally for returning profits to members in the form of better rates and lower fees. With over 1,000 employees, we have locations in Iowa, Illinois, and Nebraska, and serve over 400,000 members across the United States.

## Why We're Here (Our Mission)

We create lasting value.

## Where We Want To Go (Our Vision)

Be the financial institution of choice, strengthening the financial well-being of our **members**, cultivating an engaging and diverse **workplace**, empowering **employees**, and enhancing the vitality of our **communities**.

## What We Believe (Our Values)

### **We grow through learning.**

We expect growth and help employees unlock their potential while learning from experiences. We are never satisfied with the status quo.

### **We build positive team spirit.**

We are caring, humble and committed. We foster a diverse environment where individuals can connect, grow and belong. We place the interests of others before our own and give credit where it is due.

### **We are truthful and accountable.**

We have integrity and treat others with honesty + respect. We are responsible for our work and that of our teammates.

### **We go above and beyond.**

We provide exceptional service to our members and to each other, which often means going beyond what is expected.

### **We innovate and take measured risk.**

We are creative, open-minded and challenge each other with innovative ideas to deliver greater value to our members while thoughtfully assessing risks.

### **We pursue efficiency and continuous improvement.**

We evaluate our work and the value we create. We collaborate to provide solutions that foster efficiency and improve experiences for our members and employees.



# **Governing Principles of Employment at GreenState**

## ***At-Will Employment***

Employment at GreenState is “at-will,” meaning that either the employee or GreenState may terminate employment at any time, with or without cause, and with or without advance notice. This “at-will” status can only be modified through a written document signed by GreenState’s Chief Administrative Officer or President/CEO.

## ***Equal Employment Opportunity (EEO)***

GreenState is an Equal Employment Opportunity employer committed to providing equal opportunity in all aspects of employment, including but not limited to selection, hiring and promotions; job assignments, transfers, and reassignments; compensation, benefits, and training; employee development, education assistance, and workplace programs; disciplinary actions, layoffs, recalls and terminations. GreenState prohibits discrimination, harassment, and retaliation on the basis of race, color, religion, sex (including pregnancy, childbirth, lactation, and related medical conditions), gender identity or expression, sexual orientation, national origin, citizenship status, age, disability, genetic information (including genetic testing, genetic services, or family medical history), status as a service member or veteran, or any other category protected by federal, state, or local law. Please see our legal postings for additional information and a full list of federal, state, and locally protected categories.

If you believe GreenState is not upholding its commitment to equal opportunity, please report your concerns to Human Resources. GreenState will take all reasonable measures to address issues, and employees will not face retaliation for speaking up. Our managers and Human Resources Department play a crucial role in enforcing equitable employment practices to ensure fairness for all employees and we encourage you to report any EEO-related issues.

Violations are subject to disciplinary action, up to and including immediate termination.

## ***Prohibition Against Unlawful Discrimination, Harassment, and Retaliation***

GreenState is committed to providing a work environment that is free from discrimination, harassment, and retaliation and has zero-tolerance for such conduct against applicants, employees, members, vendors, and other third parties. Discrimination or harassment based on protected characteristics including, but not limited to: race, color, religion, sex (including pregnancy, childbirth, lactation, and related medical conditions), gender identity or expression, sexual orientation, national origin, citizenship status, age, disability, genetic information (including genetic testing, genetic services, or family medical history), or status as a service member or veteran or other non-merit-based factors are strictly prohibited. This applies in all work-related environments, including company premises, remote work settings, Company-sponsored off-site events, business travel, and tradeshow, social functions, and professional gatherings. Violations are subject to disciplinary action, up to and including immediate termination.

The following examples are intended as guidelines and not exclusive when determining whether there has been a harassment violation:

- Verbal harassment includes comments offensive or unwelcome remarks, slurs, jokes, insults, gestures, teasing, or negative stereotyping regarding an individual's protected characteristics.
- Mocking or ridiculing another's religious or cultural beliefs, practices, or manner of dress.
- Nonverbal harassment includes distribution, visual, display, picture, drawing, photograph, figurine, or other graphic images, conduct or communication, including electronic, of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual based on their protected status.
- Physical harassment includes methods of coercing, threats, or bullying that involve physical gestures or threats, physically threatening another person, blocking someone's way, etc.

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual or physical conduct of a sexual nature when:

- Submission to conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include (but are not limited to):

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking movement;
- Requests or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Electronically sending or posting sexually explicit emails, text messages, videos, images or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually related comments;
- Conversation about one's own or someone else's sex life;
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; or
- Teasing or other conduct directed toward a person because of the person's gender.

If you have questions about what constitutes harassment or need clarification on prohibited conduct, please contact Human Resources. Employees who experience or witness misconduct should report concerns promptly, and GreenState will take appropriate action.

## Retaliation Prohibited

GreenState strictly prohibits retaliation in any form. Retaliation includes threatening, penalizing, or taking adverse action against an individual for:

1. Reporting a potential violation to the Company;
2. Filing a complaint with a state or federal enforcement agency;
3. Participating in an investigation related to this policy;
4. Assisting another employee who is engaged in any of these activities; or
5. Exercising any other lawful right.

Employees in management roles and are prohibited from engaging in harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest that employment or advancement depends on entering, or refusing to enter into, a personal relationship, romantic or sexual activity, or imply that tolerating, or refusing to tolerate, certain conduct or communication could affect employment status. Such behavior directly violates and must be reported immediately. Managers who witness or learn of a possible violation must report the matter to Human Resources without delay.

These expectations and requirements extends beyond employees -- we also prohibit harassment, discrimination, and retaliation by non-employees, including contractors and subcontractors, vendors and clients, members and other third parties. Employees should immediately report any inappropriate behavior by non-employees. Reports should follow the steps outlined for addressing violations.

## Reporting Procedures

GreenState takes concerns regarding harassment, discrimination, and retaliation very seriously. You should report any potential violation, no matter how minor it may seem. GreenState will promptly investigate all reports and take immediate and appropriate corrective or remedial action if a violation is found. Confidentiality will be maintained to the extent possible, consistent with the investigation process.

To report the matter, use the following steps:

1. Discuss your concern with Human Resources.
2. If you are not satisfied, or if you feel you cannot speak with them, report your concern with a senior-level leader in Human Resources or the Legal Department.
3. If the person towards whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level leader in the reporting hierarchy. Any supervisor or manager who becomes aware of any harassment or sexual harassment should immediately advise a senior-level leader in Human Resources or the Legal Department.

You may also report concerns through the Ethics Hotline:

- Phone: 1-844-782-0435
- Online Reporting Form (from Computer): <https://greenstate.ethicspoint.com>.
- Online Reporting Form (from Mobile Phone): <https://greenstate.navexone.com>.

**Note:** Reports through the Ethics Hotline may be anonymous. If a report is anonymous, the ability to fully investigate or provide updates on the status of the concern may be limited.

Employees will not face penalties or retaliation for reporting misconduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy or are otherwise reported in good faith.

Violations of this are subject to disciplinary action, up to and including immediate termination. We cannot address concerns if we are unaware of them -- employees are responsible for reporting any suspected violations so that appropriate action can be taken.

## Reasonable Accommodations

GreenState is committed to providing reasonable accommodations to support employees with disabilities (mental or physical), on-the-job injuries, or limitations related to pregnancy, childbirth, or a related medical condition, including but not limited to lactation. Reasonable accommodations will be made to ensure employees can continue performing the essential functions of their jobs. Similarly, we will make reasonable accommodations for religious beliefs and practices.

GreenState may modify job duties to comply with medical requirements or restrictions. Depending upon the specific facts and circumstances of each situation, an accommodation may include modification of work hours or schedules; more frequent or longer break periods (e.g., restroom breaks, lactation breaks); adjusting GreenState food or drink policies; seating accommodations; restrictions on lifting (which may vary by state law); assistance with manual labor; relocating work areas for accessibility; closer or reserved parking spaces; making facilities readily accessible and usable; providing mechanical or electrical aids; reassignment to a less strenuous or less hazardous position; appropriate adjustment or modifications to examinations, training materials, or workplace policies; applying for a vacant position for which the employee is qualified; or providing leave when necessary.

Employees seeking an accommodation should contact Human Resources. GreenState will review requests promptly, discuss potential accommodations with the employee, and, where appropriate, explore alternatives if the requested accommodation is not feasible. GreenState may require you to provide a certification from your health care provider concerning the need for a reasonable accommodation, to the extent allowed by law. Certification may include a description of the accommodation, the date the accommodation became medically advisable, and the probable duration of the accommodation.

While GreenState strives to support employees, accommodations may not be possible if they impose an undue hardship on GreenState or they pose a direct threat to the employee or others.

Medical certification will not be required for pregnancy-related accommodations involving more frequent restroom, food, or water breaks; seating adjustments; lifting restrictions exceeding twenty (20) pounds; or access to a private lactation space.

Employees will not be required to take a leave of absence if another reasonable accommodation is available, nor will employees be required to accept an accommodation they have not requested and that is unnecessary to perform essential functions of their job. Leave under this policy may run concurrently with leave taken under the Family and Medical Leave Act (FMLA) or any other applicable law.

Employees are encouraged to report concerns about accommodations to Human Resources without fear of retaliation. GreenState strictly prohibits any form of discrimination or retaliation against employees who request or use reasonable accommodations. Any individual who retaliates against an employee for requesting an accommodation or raising concerns will be subject to disciplinary action, up to and including immediate termination.

## ***Lactation Accommodations***

GreenState recognizes that employees may need to express breast milk during work hours. To support their well-being, reasonable break time and accommodations will be provided while maintaining workplace productivity.

If an employee needs to express breast milk while at work, GreenState will provide a reasonable amount of duty-free break time to support their need to express breast milk for their infant child up to one (1) year of age, except where state or local law requires a more extended period. Lactating employees are expected to make every reasonable effort to pump before and after work, with the goal of being able to focus on job responsibilities while at work. Employees may use existing break periods or request additional short breaks, as required. GreenState encourages employees to coordinate with their supervisors to ensure minimal disruption to work responsibilities. Lactation break times will be paid where required by law.

GreenState will make reasonable efforts to provide a designated lactation space that is private, clean, and free from intrusion. It will include seating and an electrical outlet for breast pumps. The space will not be a restroom.

Employees may store expressed milk in designated refrigerators, when available, or personal coolers. GreenState is not responsible for the security or handling of stored breast milk.

GreenState is committed to providing lactation accommodations for employees who need to express breast milk during work hours. We trust that employees will use these accommodations responsibly. Break times provided under are intended solely for lactation purposes and should not be used for unrelated personal activities. Once an employee has finished expressing milk, they are expected to return to work promptly. In jurisdictions where a lactation break is paid, non-exempt employees do not need to clock out for additional break time taken.

Employees are expected to use lactation breaks as described herein. Misuse of these accommodations may result in disciplinary action, as determined by GreenState. If you have any questions regarding a lactation accommodation, please contact Human Resources.

## ***Drug and Alcohol Usage***

GreenState is committed to maintaining a safe, productive, and drug-free workplace in compliance with all applicable laws, including the Federal Drug-Free Workplace Act.

Employees, including managers, are strictly prohibited from:

- Reporting to work or performing job duties while under the influence of unlawful drugs, legal intoxicants or alcohol.
- Engaging in unlawful drug use, possession, or distribution, whether on or off duty, as substances can remain in the system and impact workplace performance.
- Using, possessing, manufacturing, selling, trading, distributing, or dispensing unlawful drugs, or misusing alcohol or other intoxicants while working, performing job-related activities, or on GreenState or member property (including vehicles). Limited exceptions apply to the responsible consumption of alcohol at approved company events, meetings, or social occasions where service has been authorized. Employees are expected to always maintain professionalism. Being under the influence of alcohol or other intoxicants to the extent that judgment, job performance, behavior, or GreenState policies are compromised is strictly prohibited.

**Marijuana Consumption:** Please note that in any state that has legalized the use of cannabis or THC-containing products for medical and/or recreational use, the Company does not permit the use of cannabis or THC-containing products in the workplace, nor will it tolerate employees being under the influence of cannabis or THC-containing products in the workplace. Use, possession, or being under the influence of cannabis or THC-containing products on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

Any employee who fails a drug test for marijuana or other drug prohibited by federal law may be subject to discipline, up to and including immediate termination, if allowed by applicable state and local law. In states where marijuana use is legally permitted outside of work for medicinal or recreational purposes, employees must ensure that their use does not result in impairment that poses a safety risk to themselves, coworkers, or members served by GreenState. Employees are expected to maintain concentration, focus, situational awareness, alertness, and quick reactions essential to their role.

**Self-Admission and Requesting Assistance:** GreenState encourages employees' experiencing substance use challenges to seek help before their health, safety, or job performance are affected. Employees who proactively seek support for drug or alcohol concerns - before violation, being asked to undergo testing, or engaging in misconduct - may have the opportunity to pursue professional treatment.

Employees seeking assistance should contact Human Resources for more information on available resources and support options. Employees facing substance use challenges may access the confidential Employee Assistance Plan ("EAP") at no cost. See the benefits section of this Handbook for more information.

Additionally, employees with questions or who need information on substance use and recovery can reach out to the following organizations:

- The National Institute on Drug Abuse Hotline: 800-662-HELP (4357);
- Cocaine Addiction Hotline: 800-COCAINE (262-2463); or
- Alcoholics Anonymous: Check [www.aa.org](http://www.aa.org) for your local chapter.

**Drug Conviction Notification:** Employees must inform GreenState of any conviction under a criminal drug statute for a violation that occurred in the workplace within five (5) days of the conviction.

**Enforcement:** The aforementioned will be applied and enforced in accordance with all applicable laws. Where required by law, GreenState will provide employees with access to relevant resource files. Where legally required, additional notices will be provided to applicants or employees. This does not fulfill mandatory testing requirements specific to Iowa. Employees working in Iowa should consult Human Resources for branch-specific guidance and compliance information.

GreenState may require applicants or employees, including managers, to undergo drug and/or alcohol testing where permitted by law. Employees who suspect a violation, including potential drug or alcohol use, should promptly report the concern to their manager or Human Resources.

The refusal of testing or violation of the aforementioned may result in disciplinary action, up to and including immediate termination or disqualification from employment, unless otherwise allowed by law.



## **General Practices**

### ***Verification of Employment Eligibility***

In accordance with the Federal Immigration Reform and Control Act of 1986, GreenState is required to verify the legal work authorization of all employees hired on or after November 7, 1986. Federal law prohibits the employment of individuals who are:

1. Not a U.S. citizen; or
2. Do not have legal authorization to work in the United States.

As part of this process, all employees must complete Form I-9 and provide valid documentation as required by law. Employees may also be required to update documentation periodically to maintain compliance. Where applicable, GreenState uses E-Verify to confirm employment eligibility, in accordance with legal requirements.

### ***Background Checks***

To ensure a safe, productive, and qualified workforce, GreenState may conduct background screening on applicants and employees, to include criminal and credit checks. These screenings help maintain a workplace free of violence, harassment, and misconduct.

GreenState will provide additional details about the background screening process, including disclosure and authorization forms, separately from this Handbook. Applicants and employees with questions about GreenState's background screening should contact Human Resources.

Employees are required to report any criminal charges incurred during employment. Additionally, GreenState reserves the right to re-run criminal background and/or credit checks on active employees if there is reasonable suspicion or if the specific role is identified as one of the key roles requiring annual review.

### ***Predictive Index Assessments***

GreenState values individual strengths and believes in optimizing team collaboration. As part of the initial hiring process, employees may receive a Predictive Index Assessment. Assessment results are provided at the start of employment. A copy of the assessment is available to the entire team, to help better understand and utilize talents effectively.

This approach ensures that employees and teams can work efficiently and cohesively while leveraging their unique strengths.

## ***Employee Classifications***

GreenState classifies employees into different work categories based on their regular schedules and eligibility for certain benefits.

**Regular, full-time employees** are typically scheduled to work forty (40) hours or more per week. "Full-time" is a general classification used for various purposes. Employees not classified as full-time, may still be eligible for health insurance, depending on the position and hours worked.

**Regular, part-time employees** are typically scheduled to work less than forty (40) hours per week.

**Variable, part-time employees** have fluctuating schedules and may average thirty (30) hours or more per week over a given period. In accordance with the Affordable Care Act (ACA), GreenState will assess average hours over a twelve (12) month measurement and subsequent administrative period to determine health insurance eligibility. This evaluation will be conducted annually in November. Employees who average thirty (30) hours or more per week during the designated measurement periods may become eligible for GreenState-sponsored health insurance, as required under ACA guidelines, along with other elected part-time benefits. Once eligibility is established, employees will enter a twelve (12) month stability period, during which they will retain health insurance coverage regardless of fluctuations in hours, provided they remain employed.

**Seasonal employees**, including interns, are hired for temporary assignments to support business needs during peak times or to assist with specific projects. The duration of employment is expected to be limited, and continued employment beyond the initial assignment does not imply any change in at-will employment status.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Non-exempt employees are workers who are entitled to earn at least the federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate for every hour they work above and beyond a standard 40-hour workweek. These regulations are created by the federal Fair Labor Standards Act (FLSA) and may also be impacted by state specific legislation. Employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

## ***Benefit Eligibility Based on Employment Status***

Eligibility for family and medical leave, insurance and other benefits may depend on employment status. Not all employees qualify for every benefit, and eligibility is determined by insurance plan documents and applicable laws.

For questions regarding your employment status or the benefit eligibility, please contact Human Resources for further guidance.

## ***Length of Service***

A seniority date is most likely the date you were hired by GreenState, however, GreenState is a growing organization, and employees may become part of the organization via merger or acquisition. In that case, GreenState may choose to honor those employees' seniority dates from their former organization to help ease the transition to GreenState for entitlement purposes (e.g. benefits). Employees rehired within a 120-day window will be reinstated with their prior hire date as their seniority date.

## ***Employment Records***

In order to obtain a GreenState position, employees have provided personal information, such as address and telephone number. This information is contained in their employee record in our employee systems, such as our human resources information system, currently ADP.

Employees are responsible for updating their information in the Human Resources systems, including updates or changes to their personal information or changes to any required employment documentation or certifications. Unreported changes (such as your address) can affect withholding tax and benefit coverage. Furthermore, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk.

## Company Practices and Rules

This section of the Handbook outlines employees' responsibilities to GreenState, co-workers, our members, and third parties who interact with our Company.

Employees should thoroughly familiarize themselves with these practices and apply them in their daily work.

Compliance with these practices helps ensure a more efficient, productive, and positive workplace for all employees, members and external parties.

GreenState has established practices, standards, and rules that govern employee conduct and performance. Our most important rule is to use good judgement at all times. Additionally, employees must adhere to the basic work rules outlined below. Violations of these rules, or similar workplace practices, may result in disciplinary action, up to and including immediate termination.

## Code of Ethics

The Code of Ethics establishes standards to foster a responsible and ethical workplace culture and is applicable to all employees of GreenState. The Code provides comprehensive guidance regarding appropriate conduct within the organization and includes the following expectations:

- Demonstrate integrity, honesty, trust, care, and respect in all actions.
- Uphold the mission, vision and core values of GreenState at all times.
- Accept personal responsibility for cultivating and maintaining GreenState's reputation.
- Maintain loyalty to the credit union and actively work to advance its objectives.
- Apply thoughtful effort and utilize professional judgement in executing all duties
- Consistently apply thoughtful effort and professional judgment in executing all duties
- Make decisions with the best interests of GreenState in mind and avoid actions that may constitute or appear to constitute conflicts of interest.
- Deliver exemplary service in a courteous and professional manner.
- Treat all individuals with dignity, respect, and fairness; ensure zero tolerance for discrimination or harassment in any form.
- Take reasonable measures to ensure safety and well-being for all members and staff.
- Safeguard confidential information pertaining to members and employees and take measures to prevent unauthorized access or disclosure.
- Do not exploit privileged or confidential information obtained through their responsibilities with GSCU for personal advantage or gain
- Do not perform transactions, open share products, originate loan products or perform file maintenance on personal accounts, joint accounts or on the accounts of relatives. Relatives, by blood or marriage, will be defined to include parents, grandparents, children, grandchildren, spouse/significant other, siblings, in-laws, and amorous or intensely personal relationships.
- Use credit union equipment, systems, software, facilities, and supplies exclusively with authorization for business purposes, never for personal gain.
- Provide accurate, honest, and unmanipulated information to examiners, auditors, or regulatory bodies.

- Clearly distinguish, during political activities or contributions, whether acting as an individual or as an authorized representative of the credit union.
- Promptly report any violations or suspected violations of this Code of Ethics, as well as fraudulent, unethical, dishonest, or illegal conduct, to management or other appropriate authorities without fear of retaliation.

It is the responsibility of all GreenState employees to adhere to applicable laws, regulations and practices related to their roles, including the Code of Ethics and other employment practices and standards, and if a potential issue arises, make disclosures, and report the potential issues to your supervisor, Human Resources, or through our Ethics Hotline or Ethics Website.

Violations may result in corrective action up to and including termination of employment, recovery of damages and filing of criminal charges.

Knowing that most problems can be avoided by using good judgment and seeking guidance when questions arise, it is the responsibility of employees and directors to raise questions, make appropriate disclosures and bring potential problems to GreenState's attention. When unsure, consider:

- Is this the right thing to do?
- Is the person authorized to do this?
- Is this permitted under our Code of Ethics?
- Is this legal?

If the answer to any of these questions is "No", you should discuss the situation with your supervisor or Human Resources.

### ***Reporting an Ethics Violation***

If you have concerns about activities that you suspect may be violations of the Code of Ethics, the following procedures can be utilized:

- First, contact your direct supervisor unless there are circumstances that preclude you from doing so. Your supervisor will listen to you regarding the concerns that you have and should be given the opportunity to resolve the issue. They have access to resources throughout GreenState and are required to assist you in upholding the Code of Ethics.
- Second, if you have raised an issue and you do not think it is getting proper attention, or if your supervisor cannot find the appropriate answer in a timely manner, you may relate your concern to Human Resources.
- If assistance is still needed, or if you are uncomfortable with taking the above steps, you may contact the Ethics Hotline at 1-888-475-8376 or log onto the Ethics Website at <https://www.integrity-helpline.com/uiccu.jsp> (<https://www.integrity-helpline.com/uiccu.jsp>). Reports to the Ethics Hotline or Website may be made anonymously.

It may be helpful to ask yourself the following questions prior to relating your concerns:

- Do I have all the facts?
- If I need more information, where do I find it?
- Are there any laws, regulations, practices or procedures that apply to the situation?
- Have I followed normal procedures to try and resolve my concern?

The right to report concerns does not rely on responses to the above questions; considering these factors may assist with addressing them or deciding whether to report the matter.

Confidentiality for those who report will be maintained to the extent possible. Neither your supervisor, nor GreenState will take any action against any employee or director for reporting suspected misconduct in good faith. All concerns or allegations of possible violations of the Code of Ethics, practices, procedures, laws or regulations will be received openly and courteously. There will be no direct or indirect retaliation or retribution against anyone who, in good faith, raises such problems or concerns.

## Basic Work Rules

GreenState has established practices, standards, and rules that govern employee conduct and performance. Our most important rule is to use good judgement at all times. Additionally, employees must adhere to the basic work rules outlined below. Violations of these rules, or similar workplace practices, may result in disciplinary action, up to and including immediate termination.

The following list is not all-inclusive. Employees may be subject to discipline or termination for other circumstances not explicitly listed. Employees with questions about these rules or their responsibilities should consult Human Resources.

**Breach of Confidentiality or Security:** Due to the sensitive nature of our work, GreenState will not tolerate breaches of security measures or confidential business relationships.

**Conflict of Interest:** Employees must not engage in activities that create a conflict of interest or the appearance of one. Employees must notify Human Resources immediately if they believe they may have a potential conflict of interest. For full details, please refer to the Conflict of Interest policy which can be found on our intranet. Conflicts of interest may include:

- Certain types of outside employment;
- Financial interests involving a member, vendor, suppliers or competitor;
- Exploiting position, inside knowledge, or GreenState access for personal gain;
- Unauthorized disclosure or use of proprietary GreenState information; or
- Unauthorized disclosure or use of member, vendor, or business partner information.

**GreenState Premises:** For safety and security purposes, employees are generally only allowed on GreenState premises during scheduled working hours, unless authorized by a manager, or permitted by legal rights applicable to the employee's position. Depending on an employee's role, GreenState may make exceptions.

**Damage to Property:** GreenState has made significant investments in facilities and equipment to improve operations and serve our members efficiently. Deliberate, reckless, or careless damage to GreenState property or member property will not be tolerated. If appropriate, damage to property may be reported to law enforcement agencies and deducted from the responsible employee's pay, to the extent allowed by law.

**Fighting, Threats, or Weapons:** GreenState does not allow fighting or actions that could physically injure a member, employee, or the public - regardless of location. Additionally, GreenState does not allow weapons of any kind in GreenState vehicles, in our facilities, on Company property, or on an employee's person while working, unless otherwise permitted by law.

**Fraud, Dishonesty, or Maliciously False Statements:** Employees and applicants must not falsify or intentionally misrepresent facts related to member documents, employment applications, resumes, or identity/work status documents, medical records or insurance forms, invoices, paperwork, timesheets, or expense reports. Employees who observe or are aware of such violations should report them to Human Resources.

**Gambling:** Employees may not engage in any form of gambling on GreenState systems, GreenState premises, or during GreenState work time.

**Lawful Directions:** All employees must follow lawful directions issued by their manager or other members of management. Employees who have concerns about an instruction, should raise their concerns with another manager.

**Misuse of Property:** Employees must not misuse or use without authorization any equipment, vehicles, or other property belonging to members, vendors, employees, or GreenState.

**Poor Performance:** Employees are expected to make every effort to learn their job duties and maintain a satisfactory level of performance. Employees who fail to perform satisfactorily may face disciplinary action, up to and including immediate termination.

**Professionalism:** Employees are expected to uphold professional conduct when representing GreenState or its affiliates and to contribute to the delivery of excellent service to members.

**Sleeping or Inattention:** To ensure the safety of all employees and proper service to members, employees must remain fully alert while on the job. Sleeping or inattentiveness during work hours will not be tolerated.

**Solicitation or Distribution:** To maintain productivity and a professional work environment, employees may not solicit or distribute literature or materials during the working time of any employee or distribute literature or materials in working areas, at any time - whether or not they are on working time. Non-working time includes meal and break periods, while non-working areas include spaces such as the break room.

**Theft:** GreenState strictly prohibits stealing or attempting to steal GreenState property and property belonging to others. To safeguard employees, co-workers, and GreenState assets, the Company may inspect purses, briefcases, packages, lockers, toolboxes, desks, cabinets, GreenState vehicles, and other containers or items on GreenState property, unless restricted by law. Employees wishing to remove GreenState property must obtain written permission from Human Resources in advance.

**Unlawful Activity:** Employees must not engage in any unlawful activity whether on GreenState property, at a job site, or off the job.



**Unsafe Work Practices:** GreenState is committed to providing a safe work environment and has established a safety program to ensure all employees understand the importance of workplace safety. This program requires employees to exercise good judgment and common sense in daily work activities and refrain from horseplay and practical jokes, as they can cause accidents and injuries.

### ***Protection of Employee Rights***

Nothing in these Basic Work Rules or Handbook is intended to unlawfully restrict employees' rights under Section 7 of the National Labor Relations Act, including the right to engage in concerted activity for mutual aid and/or protection and to discuss or share information related to an employee's wages, hours, or other terms and conditions of employment.

### **Job Responsibilities**

To best serve our members and perform their jobs, employees are expected to perform a variety of tasks on a day-to-day basis. Whenever possible, GreenState utilizes cross-training to help employees develop versatile skill sets, which enhances efficiency and service quality. The core responsibilities for each job are described in the job description, procedure documents, project plans, task lists, or direct communication from their manager.

Employees may be temporarily or permanently assigned new tasks based on business or member service needs. When necessary, GreenState will provide additional training to support successful transitions. If additional task lists are provided, they are intended to guide employees in their roles as communication tools rather than exhaustive job descriptions. All employees are responsible for complying with the federal, state, and local laws applicable to their job duties, including safety requirements.

### ***Internal Promotions and Career Growth***

GreenState prioritizes internal promotions when possible. Employees interested in new opportunities within our Company should inform Human Resources know well in advance. To be considered, employees must submit an application for the desired open position. However, employees do not need to wait for an opening to express their interest in a different role.

### ***Outside Employment***

GreenState considers other employment or "moonlighting" impractical given full-time duties required in this role. Employees must ensure that additional work hours do not impact job performance, particularly by causing fatigue or slower reaction times that could affect safety. Employees may not perform work for another company or venture during working hours or hold outside employment that creates a conflict of interest with their role at GreenState. Employees must notify Human Resources of any second job or outside employment. Additionally, employees on a leave of absence at GreenState generally may not hold other employment that is inconsistent with the stated need for leave.



## ***Work Schedule***

Your manager will establish your work schedule based on business needs. Schedules are subject to change as necessary.

## ***Company Meetings***

From time to time, individual or group meetings may be scheduled either during or outside of normal working hours. Employees are required to attend all work-related Company meetings involving your department or which you have been asked to attend, unless excused by your manager.

## ***Lunch and Break Times***

To ensure coverage, managers may assign lunch and break times. These times may vary to accommodate business and operational needs, in compliance with applicable state laws.

- Employees generally receive an uninterrupted meal period of thirty (30) to sixty (60) minutes, depending on scheduling needs.
- Employees typically receive break period(s) of fifteen (15) minutes at least once every four (4) hours, unless state law requires otherwise.

**Non-exempt employees:** Meal periods are unpaid, while break periods are paid. Non-exempt employees should clock in/out for uninterrupted meal periods and refrain from performing any work during their meal breaks.

## ***Problem-Solving Procedure***

At some point, employees have questions or concerns about their work. If there is something on your mind, we encourage you to share it so we can work together to find solutions. Open communication helps us support one another and maintain a positive workplace.

Our “Problem-Solving Procedure” offers all employees the opportunity to raise work-related concerns. If you believe this has been violated or if you have a workplace issue, we encourage you to follow the steps below to address it. Many concerns can be effectively resolved through open communication and a structured approach as listed below:

1. Begin by discussing any concern with your manager. In many cases, your manager is well-equipped to address and resolve your problem satisfactorily.
2. If your concern remains unresolved after speaking with your manager, or if you feel uncomfortable discussing the issue with your manager, you may escalate the matter to the next level of management.
3. If your concern remains unresolved after speaking with the next level of management, or if you prefer an alternative resource, you may bring the issue to Human Resources.

If you feel that you cannot follow the steps in this procedure, you may go directly to Step 2 or 3 of this procedure. GreenState is available to provide guidance and support in resolving workplace concerns. After discussing the matter with you and conducting a thorough review, we

will take appropriate action, when necessary. We strive to respond to concerns as promptly as possible, considering the circumstances.

If you have a complaint of harassment or discrimination, or you require an accommodation, please refer to the following sections in this handbook: Equal Employment Opportunity, Reasonable Accommodations and Lactation Accommodations, or Prohibition Against Unlawful Harassment, Discrimination, and Retaliation.

## ***Performance Management***

The performance management process is in place to support a culture of feedback so that you can understand how you are performing to the expectations of your job and the values of GreenState. GreenState's performance management evaluation process generally includes reviews, as well as regular and ongoing impact discussions. The intent of these conversations is to compile and evaluate your work for a broader assessment of your accomplishments and areas of opportunity.

Evaluation discussions are conversations outside of the day-to-day and regular check-ins. These conversations are dedicated time to acknowledge what we each contribute and how we can continue to grow in supporting our mission, vision, and values. They will help you understand your successes and opportunities for growth.

To support a culture of feedback, it is recommended that managers meet with their team members at least one time per month to check-in, discuss how that employee is or is not meeting expectations of their role, completing goals, and practicing our values. During these conversations' productivity, quality, metrics, performance, achievements, roadblocks or challenges, and conversations about how each employee is living out our values take place.

The specific process to complete reviews, impact discussions, and another other items related to performance management will be communicated near the times they are rolling out.

## ***Corrective Action***

GreenState is committed to fostering strong working relationships through regular feedback, coaching, and open lines of communication to help employees improve their performance and conduct, be successful in their role, be productive in their work, and meet all expectations.

We understand employees may make mistakes, and we offer a corrective action process to help correct and resolve the performance issues. GreenState's structured progressive corrective action process is designed to address instances where the conduct or performance of an employee violates this, standard, practice or rule, is inconsistent with the expectations of their job, or does not align with adhering to our mission, vision or values. In those instances, a plan of action may be put in place to help define clear expectations moving forward.

## Compensation

GreenState generally operates under a pay-for-performance philosophy, rewarding employees based on contributions to organizational growth and financial stability. Compensation decisions are influenced by various business factors, and while salaries or raises are not guaranteed, outstanding performance is recognized in the decision-making process.

### ***Pay Schedule & Direct Deposit***

GreenState employees are paid every other Friday via direct deposit, where authorized, unless applicable law requires otherwise. For additional details, refer to the Payroll Calendar found on GreenSpace. GreenState does not provide loans or pay advances to employees.

### ***Deductions, Shortfalls & Overpayments***

GreenState may make deductions from your pay for:

- Mandatory deductions (e.g., taxes, Social Security, garnishments).
- Authorized deductions (e.g., benefit premiums, 401(k) contributions).

If an overpayment occurs, employees must notify Human Resources immediately. Where permitted by law, overpayments may be deducted from the next paycheck. All deductions are handled in compliance with federal and state laws.

Employees who believe an error has occurred in their pay or deductions should promptly notify Human Resources. Concerns will be investigated, and employees will not be penalized for reporting a suspected error. If an error is confirmed, an adjustment will be processed no later than the next regular payday.

**Insurance Premium Shortfalls:** If a paycheck is insufficient to cover insurance premiums due (such as during unpaid leave), employees may authorize direct deposit charges for the amounts owed. A separate authorization will be required, and additional notices will be provided as required by law.

**Outstanding Balances Upon Separation:** Employees may be required to repay any outstanding amounts owed to GreenState at the time of separation. Failure to repay may be considered theft, subject to criminal and/or civil prosecution to the fullest extent permitted by law.

### ***Pay Transparency & Wage Disclosure***

GreenState is committed to fostering an open and fair workplace by supporting employees' rights to discuss wages freely, while ensuring professional and legal safeguards. Employees are free to discuss their own wages or share information about another employee's wages if the other employee voluntarily disclosed the information. Employees are not required to disclose their wages and may choose whether or not to discuss their compensation with others.

GreenState will not take any adverse actions against an employee for:

- Asking about, discussing, or sharing their own wages or the voluntarily disclosed wages of another employee;
- Requesting an explanation regarding their pay; or
- Supporting or assisting another employee in exercising their rights related to wage transparency.

Employees may not share details about another employee's wages without their permission, unless the disclosure is:

- Relevant to a formal complaint, charge, or investigation; or
- Required for a legal proceeding, hearing, or Company investigation.

Where legally required or upon request from an applicant or employee, GreenState may provide the wage range for the position applied for. No applicant or employee will be discriminated against or retaliated against for making such a request.

### ***Compliance with the National Labor Relations Act***

The aforementioned will not be interpreted, applied, or enforced in way that interferes with employees' Section 7 rights under the National Labor Relations Act to engage in concerted activity for mutual aid and/or protection and to discuss or share information related to an employee's wages, hours, or other terms and conditions of employment.

## **Variable Compensation**

GreenState is committed to fostering a culture of achievement by offering variable compensation that recognizes and rewards employees for exceptional contributions beyond their regular pay. These structured programs supplement base salary and inspire excellence, align individual performance with strategic goals, and drive the overall success of the Company.

Variable compensation plans function as a partnership between GreenState and its employees, encouraging a shared investment in reaching milestones and surpassing strategic targets. Participation in these plans demonstrates the Company's belief in recognizing the value that employees bring through their dedication and drive.

Eligibility for variable compensation is determined by the specific responsibilities and impact of the position. Not all roles may be eligible, as certain positions are more closely tied to the measurable objectives that form the basis for these programs. Eligibility for these plans will be clearly communicated at the time of hiring, during any changes to your role, and as part of our annual review cycles.

This transparent approach ensures that employees are fully informed about their opportunities for participating in variable compensation programs.

## ***Types of Variable Compensation***

- **Bonuses:** Lump-sum cash awards are given either annually or quarterly to employees who meet or exceed defined performance targets. These targets may be based on a variety of metrics, such as project completion, financial results, or the achievement of specific departmental or team objectives. The bonus structure is designed to provide meaningful recognition for outstanding work and to reinforce the behaviors and outcomes that are most valued by GreenState.
- **Commissions:** For employees in roles where generating revenue is a primary responsibility, such as retail, consumer lending or other sales positions, commissions serve as a core component of total compensation. Commissions are calculated as a percentage of sales revenue generated or a set amount for specific sales figures and are paid in accordance with established plans. This approach ensures a direct connection between individual effort and reward, motivating employees to strive for exceptional results.
- **Spot Awards and Recognition Programs:** GreenState may occasionally provide spot awards or participate in special recognition initiatives. These awards celebrate extraordinary achievements, innovation, or contributions that have a significant impact on the organization or its members.

The primary objectives of GreenState's variable compensation are to:

- Clearly identify and communicate performance expectations and success criteria for eligible employees.
- Offer additional earning opportunities tied directly to measurable results, such as individual, team, or company-wide achievements.
- Recognize and reward contributions that support GreenState's mission, core values, and long-term business objectives.
- Foster a sense of ownership, motivation, and engagement among employees.

## ***Ongoing Review and Adjustment***

Variable compensation at GreenState is not static. Each year, objectives are reviewed and refined to ensure alignment with evolving business priorities and market standards. Feedback from employees and managers is actively sought to help enhance program effectiveness, address concerns, and maintain competitiveness. Adjustments may be made to eligibility, performance metrics, payout structures, or goals to reflect the strategic direction of the organization and ensure ongoing relevance.

## ***Transparency and Communication***

At every stage of the process—eligibility determination, sharing of performance targets, payout calculations, and plan changes—GreenState prioritizes transparency. Employees can access detailed plan documents and receive periodic updates to keep them informed and engaged.

If you have questions about variable compensation, your eligibility, or how performance is measured, GreenState encourages you to reach out to Human Resources or your direct manager. They can provide detailed explanations, guidance on plan participation, and support in understanding how to maximize your opportunity for earnings.

## **Time Away From Work**

### **Paid Time Off**

GreenState recognizes the importance of work-life balance and strives to ensure employees have time away from work to rest and recharge. This commitment is reflected in our time-off approach that is designed to offer flexibility while ensuring work commitments and member needs continue to be met. All non-commissioned regular full-time and part-time employees are eligible for paid time off.

The amount of time off available depends on the type of time off requested. There is no waiting period – employees may begin using time off immediately upon starting employment. GreenState provides two types of paid time off as detailed below.

Employees may generally not take more than two (2) consecutive weeks of combined FTO and FTU at a time. Longer absences will be treated as unpaid leave unless required by law and must be coordinated with a manager and Human Resources.

### ***Flexible Time Off – Scheduled (FTO)***

Flexible Time Off (FTO) is scheduled and planned time off that requires prior approval from a manager. Employees request FTO for foreseeable absences, such as vacations or routine medical appointments, with at least 24 hours' notice. Requests must be approved by a manager and should be submitted:

- At least one week in advance for planned leave lasting one week or more; or
- At least twenty-four (24) hours in advance for leave lasting less than one (1) week.

Eligible employees do not accrue FTO. Instead, GreenState provides an open-ended amount of FTO each year for vacation, personal time, and any planned reason allowed by law. There is no set minimum or maximum amount of FTO an employee can take annually.

FTO requests must be approved by a manager to ensure business operations continue smoothly. If a request is denied and the employee chooses to take time off anyway, the absence will be unpaid and may result in disciplinary action. Employees should always request and receive approval before taking FTO to help maintain workplace efficiency and member service.

### ***Flexible Time Off - Unscheduled (FTU)***

Flexible Time Off Unscheduled (FTU) is unplanned time off for unexpected needs, subject to manager approval and business priorities. It is available for situations where time off cannot be planned in advance, such as unexpected illnesses, injuries or family emergencies. Employees may request FTU for any time off taken with less than twenty-four (24) hours' notice.

- Full-time employees may use up to eighty (80) hours of FTU per calendar year, unless otherwise required by law.
- Part-time employees may use up to forty (40) hours of FTU per calendar year, unless otherwise required by law

Employees should notify their manager before the start of the workday or as soon as possible when requesting FTU. This process should be followed each day when the employee is unable to work. If the manager is unavailable, employees should follow the alternative notification procedures provided by their manager.

If an exempt employee exhausts all available FTU, any subsequent unplanned absences will be unpaid, unless otherwise required by law. GreenState may request documentation to support the need for FTU when an employee is absent for three (3) or more consecutive days, unless otherwise prohibited by state or local law. Any documentation or information provided will be kept confidential, as required by law.

### ***Guidelines for Time Off Use***

Employees are encouraged to use FTO or FTU when needed, while ensuring business operations and member services are maintained. Approval is based on workplace needs, individual performance, and manager discretion. There is no waiting period - eligible employees may begin using FTO/FTU from their first day of employment.

Time off is provided to support a healthy work-life balance and is not considered additional wages for work performed. Employees are strongly encouraged to take at least ten (10) combined days of FTO/FTU per year, with at least five (5) of those days being consecutive.

Employees may take time off for various personal needs, including but not limited to:

- Planned vacations
- Personal days
- Short-term illness or injury
- Safe leave (for protection, counseling, or recovery from domestic violence, abuse, or stalking)
- Preventative medical care
- Care of a family member
- Bereavement
- Other reasons as permitted by law

Employees, in collaboration with their managers, are encouraged to manage their time off in way that balances personal needs while ensuring work responsibilities and member services continue smoothly. Employees must meet performance and productivity standards while using time off; repeated performance issues may lead to disciplinary action, up to and including immediate termination.

- Non-exempt employees may use time off in the smallest available increments permitted by the timekeeping system.
- Exempt employees must use time off in full or half-day increments.

All requests are subject to manager approval and must be submitted through the timekeeping system. Employees should communicate their scheduled time-off needs in advance. Time off is not accrued but must be recorded and tracked. Employees should provide a brief reason when logging FTO/FTU (e.g., sick, bereavement, jury duty, vacation, care of a family member, etc.).



Whenever possible, and in accordance with legal requirements, GreenState supports flexible scheduling.

## **Approval**

Approval of time off requests is not guaranteed, unless required by law. Managers may deny or cancel requests if they negatively impact business operations or member service. Advance notice of such changes will be given whenever possible.

FTO or FTU cannot be used to cover periods of “no call, no show.” If excessive unplanned absences occur or time-off abuse is suspected, disciplinary action may result, up to and including immediate termination.

Employees may generally not take more than two (2) consecutive weeks of combined FTO and FTU at a time. Longer absences will be treated as unpaid leave unless required by law and must be coordinated with a manager and Human Resources.

All requests are subject to manager approval and must be submitted through the timekeeping system. Employees should communicate their scheduled time-off needs in advance. Time off is not accrued but must be recorded and tracked. Employees should provide a brief reason when logging FTO/FTU (e.g., sick, bereavement, jury duty, vacation, care of a family member, etc.).

**Holiday Time Off Considerations:** Employees approved for FTO/FTU adjacent to a GreenState observed paid holiday may not receive approval for the same holiday period in the following year. Priority will generally be given to employees who did not receive holiday-adjacent time off in the prior year, regardless of rank or seniority.

**Saturdays Off:** Since work schedules generally do not require weekend hours, employees do not need to use FTO/FTU for weekends. FTO and FTU apply only on weekdays (Monday-Friday).

Some roles require employees to work rotating Saturday shifts to meet member needs. These employees may have their schedule adjusted the following week to account for hours worked on Saturday. Employees not scheduled to work on a rotating Saturday shift do not need to use FTO/FTU for their Saturday off.

**Make-Up Time (Non-Exempt Employees Only)** Non-exempt employees have the opportunity to make up FTO hours by working additional time within the same week. If an employee **works extra hours** beyond their normal schedule in the same week they took FTO/FTU, GreenState **will not require** them to use FTO/FTU for that time. Employees **are not required** to make up time but **may voluntarily choose** to do so with manager approval.

**Example:** GreenState A full-time, non-exempt employee takes five (5) hours of FTO/FTU on Wednesday. On Thursday, they work five (5) extra hours in addition to their normal schedule. Since they “made up” their time off, those five (5) hours will not be deducted from their FTO/FTU.



**Tracking Time Off** Employees may have questions about how to correctly track time away. Below are examples to guide the process:

1. **Employee 1 leaves early after receiving a call from their daycare** about their child's non-serious illness: **FTU** (*For serious medical conditions, employees should request leave under FMLA/Paid Medical Leave practices.*)
2. **Employee 2 plans a trip** to visit family in Canada three (3) weeks from today: **FTO**
3. **Employee 3's mother passes away unexpectedly**, and they must leave work suddenly. The day of the call and the following business day (both within 24 hours): **FTU**  
Any additional leave later in the week coordinated with a manager: **FTO**
4. **Employee 4 receives jury duty notice** in advance and notifies their manager and HR or the employee finds out on Sunday that they are scheduled to serve: **FTO**
5. Employee 5 schedules a doctor's appointment for three (3) days from now: **FTO**
6. Employee in example #5 finds out at the appointment that they have strep throat and need to stay home the next day: **FTU**

**Payment of FTO or FTU** Time off is paid at the employee's regular rate and includes the continuation of benefits the employee normally receives while working.

**Effects on Leaves of Absence** FTO or FTU are not intended for ongoing or recurrent personal leave, long-term illness, FMLA, military service, or any other leave described in this Handbook, or covered by applicable laws and cannot be used to extend Paid Parental Leave or Paid Medical Leave unless approved by GreenState or permitted by law. They do not replace GreenState's existing leave options, such as paid medical leave, parental leave, military leave, or other types of paid or unpaid leave outlined in this Handbook or required by federal, state, or local law. Employees should refer to those specific practices for further details.

**No Accrual or Carry Over** FTO or FTU do not accrue and are not earned over time. Unused time off does not carry over to the following year unless required by law. Unused FTO/FTU has no cash value and will not be paid out at year-end or upon termination of employment, unless required by law.

## Paid Holidays

Regular, non-commissioned full-time and part-time employees receive holiday pay for designated holidays.

GreenState observes the following holidays:

New Year's Day	Labor Day
Birthday of Martin Luther King Jr.	Columbus Day (Indigenous Peoples Day)
Washington's Birthday (Presidents' Day)	Veterans Day
Memorial Day	Thanksgiving
Juneteenth National Independence Day	Christmas Eve
Independence Day	Christmas Day

If a holiday falls on a weekend, GreenState generally closes on the nearest weekday that aligns with the holiday. Non-Commissioned employees receive the following holiday pay per holiday:

Employee Type	Holiday Pay Per Holiday
Regular Full-time Non-Commissioned	8 hours
Regular Part-time Non-Commissioned	4 hours
Full-time Temporary, Seasonal, Intern	8 hours
Part-time Temporary, Seasonal, Intern	4 hours

## Working on Holidays

To best serve our members, work may be required on days near a holiday or, in some cases, on a holiday. Your manager will set your schedule based on business and member needs. Regular, full-time and part-time non-commissioned employees **required** to work on closed GreenState holidays due to their role will receive 1.5 times their regular rate of pay for hours worked on the closed holiday, in addition to standard holiday pay. Managers will collaborate with employees to ensure accurate timekeeping when this applies.

## Paid Sick Leave (PSL)

Paid Sick Leave (PSL) is for commissioned, temporary, and seasonal employees, including interns. It may be used for sick and safe leave purposes including but not limited to:

- Preventative medical care;
- Recovery from illness or injury;
- Care of a family member;
- Safe leave, including leave to obtain protection or counseling related to domestic violence, abuse, or stalking; or
- Any other reason allowed by law.

Eligible employees may take up to the following PSL hours per calendar year, unless additional leave is otherwise required by law:

Employee Type	Paid Sick Leave (PSL) Per Year
Full-Time Commissioned Employee	80 hours
Part-Time Commissioned Employee	40 hours
Temporary, Seasonal and Intern Employees	24 hours

**Use and Scheduling:** There is no waiting period -- employees may begin using PSL from their first day of employment.

- Non-exempt employees may use PSL in the smallest available increments permitted by the timekeeping system.
- Exempt employees must use PSL in full or half-day increments.

In the event an exempt employee exhausts all available FTU, any subsequent unplanned absences will be unpaid, unless otherwise required by law.

### **Approval Process**

Foreseeable PSL requests should be submitted and approved by a manager as far in advance as possible. Unforeseeable PSL requests require employees to notify their manager before the start of the workday or as soon as practicable. This process should be followed each day when the employee is unable to work. If the manager is unavailable, employees should follow the alternative notification procedures provided by their manager.

PSL cannot be used to cover periods of "no call, no show." If excessive unplanned absences occur or abuse of time off is suspected, disciplinary action may result, up to and including immediate termination.

**No Carry Over:** Unused PSL does not carry over to the following year unless required by law. Employees will not be paid for unused PSL at the end of the year, unless required by law. At the end of employment, employees will not be paid for unused PSL unless required by law.

### ***Documentation Requirements***

GreenState may request documentation to support the need for PSL when an employee is absent for three (3) or more consecutive days, unless otherwise prohibited by state or local law. Any documentation or information provided will be kept confidential, as required by law.

### ***Payment of PSL***

For seasonal, temporary, or intern employees normally paid on a non-exempt, hourly basis, PSL is paid at the employee's regular rate and includes the continuation of benefits the employee normally receives while working.

Commissioned employees will receive an hourly rate equivalent to their base pay for PSL and will retain the continuation of benefits normally received while working.

## **Paid Medical Leave**

GreenState provides eligible employees with Paid Medical Leave (PML) to support their own serious health condition or the care of an immediate family member (spouse, child, or parent) with a serious health condition.

GreenState offers paid medical leave benefits beyond those required by law. Employees who do not qualify for leave under the Federal Family and Medical Leave Act (FMLA), may still be eligible for paid leave. PML cannot be used for elective medical procedures that do not qualify for FMLA.

To qualify for Paid Medical Leave, employees must:

- Be regular full-time or part-time, non-commissioned employees; and
- Have completed at least twelve (12) months of employment with GreenState.

Eligible employees can receive up to twelve (12) workweeks of paid medical leave in a rolling 12-month period:

- Weeks 1 – 2: Paid at 100% of the employee's regular rate of pay
- Weeks 3 – 12: Paid at 80% of the employee's regular rate of pay

The rolling twelve (12) month period is measured backward from the start date of the leave. Unused paid medical leave does not carry over into the next year.

Paid Medical Leave may be used for:

- Managing an employee's own serious health condition that prevents them from performing their job; or
- Caring for an immediate family member (spouse, child, or parent) with a serious health condition.

### **Approval Process**

All medical leave requests must be submitted to Human Resources and properly documented. Employees may be required to provide medical certification supporting their need for leave. Leave may be taken intermittently, as medically necessary.

All leave requests are subject to approval and must be submitted in a timely manner:

- Foreseeable leave (such as a planned medical procedure) must be requested at least thirty (30) days in advance.
- Unforeseeable leave (such as emergencies) should be requested as soon as possible.

### **Benefit Continuation During Leave**

If an employee participates in GreenState's group health plan, coverage will continue during leave under the same terms as if the employee were actively working. Normal payroll deductions will be made for benefit premiums, as allowed by law. Employees are responsible for paying any benefit premiums not covered by their paycheck.

### **Insurance and State Programs**

For employees in states that offer state insurance or paid leave programs, please contact Human Resources for details on coordinating with state benefits. Employees cannot receive a combination of GreenState benefits and state-sponsored programs that exceed 100% of their pay while on leave.

### **Interaction with Other Leaves**

For employees who are eligible for Family and Medical Leave (FMLA), any paid leave granted under this policy will run concurrently with FMLA leave, and any other leave where allowed by law. Employees may not exceed a total of twelve (12) workweeks of combined Paid Parental Leave and Paid Medical Leave within a rolling twelve (12) month period.

### **Job Protection**

Employees who take Paid Medical Leave will not have automatic job protection unless covered under applicable laws such as the Family and Medical Leave Act (FMLA) or state-specific protections. Employees who transition from Paid Medical Leave to disability accommodations under the Americans with Disabilities Act (ADA) may have additional job protection considerations.

### **At the End of Employment**

Unused paid medical leave will not be paid out upon termination of employment, unless otherwise required by law.

### **Legacy Provision**

Legacy employees with MML balances must first apply all MML to any extended medical leave. MML will be applied beginning on Day 1 of leave and must be fully used before transitioning to standard Paid Medical Leave procedures for up to twelve (12) workweeks.

Employees receiving supplemental income (e.g., worker's compensation) while on extended leave are not eligible to receive additional MML benefits. MML has no cash value and will not be paid out upon termination.

## Paid Parental Leave

GreenState provides eligible employees with up to six (6) workweeks of paid parental leave following the birth, adoption, or foster care placement of a child with the employee. This can be taken at one time or in two increments of at least one (1) workweek each.

The purpose of Paid Parental Leave is to support employees in caring for and bonding with their newborn, newly adopted, or newly placed child. This leave is available equally to all employees, regardless of gender, parental status, or family structure.

GreenState offers paid parental leave benefits beyond what is required by law. Employees who do not qualify for leave under the Federal Family and Medical Leave Act (FMLA), may still be eligible for paid time off.

**Eligibility** To qualify for Paid Parental Leave, employees must:

- Be regular full-time and part-time, non-commissioned employees; and
- Have completed at least twelve (12) months of employment with GreenState.

**Leave Duration and Compensation** Eligible employees are entitled to up to six (6) workweeks of paid parental leave within a rolling 12-month period following the birth, adoption, or foster placement of a child. This leave is compensated at 100% of the employee's regular rate of pay to provide time for bonding and caregiving.

If an employee requires additional leave beyond six (6) workweeks, any extended time off will be unpaid, unless otherwise required by law. Requests for unpaid leave will be reviewed on a case-by-case basis, taking into account operational needs and individual circumstances.

**12-Month Period & Carryover** The rolling twelve (12) month period is measured backward from the start date of the leave. Unused paid parental leave does not carry into the next year.

**Dual-Employee Parents** If both parents are employed by GreenState, they will be eligible for a combined total of twelve (12) workweeks of paid parental leave within a rolling 12-month period. This shared leave supports both caregivers to bond with and care for their child while maintaining workplace flexibility.

**Limitations on Multiple Births or Adoptions** The birth or placement of multiple children (e.g., the twins, triplets, or siblings adopted at the same time) does not increase the standard six-workweek leave entitlement per employee. Employees will not receive additional paid parental leave beyond the established six-workweek maximum, regardless of the number of qualifying events within the designated period.

**Legal Considerations** If applicable laws require additional paid parental leave or mandate different provisions, GreenState will comply with those requirements. Employees seeking clarification on extended leave options should consult Human Resources for guidance on state or Federal leave laws.

**Approved Reasons** Paid Parental Leave is provided to allow employees time to care for and bond with a newborn child following birth, a newly adopted child placed with the employee, or newly placed foster child in the employee's care.

Employees must use Paid Parental Leave within six (6) months following the birth, adoption, or foster placement of the child. Unused leave expires at the end of the six (6) month period, unless otherwise required by law.

**Notice and Scheduling** All leave requests are subject to GreenState approval and must be submitted in a timely manner:

- Foreseeable leave (such as planned medical procedure) must be requested at least thirty (30) days in advance.
- Unforeseeable leave (such as emergencies) should be requested as soon as possible.

Leave may be taken in one or two continuous work periods. If taken in two continuous work periods, the minimum time period is two (2) continuous workweeks, unless otherwise required by law or approved by GreenState. Employees may also be required to provide documentation supporting their need for leave.

#### **Benefit Continuation During Leave**

If an employee participates in GreenState's group health plan, coverage will continue during leave under the same terms as if the employee were actively working. Normal payroll deductions will be made for benefit premiums, as allowed by law. Employees are responsible for paying any benefit premiums not covered by their paycheck.

#### **Insurance and State Programs**

For employees in states that offer state insurance or paid leave programs, please contact Human Resources for details on coordinating with state benefits. Employees cannot receive a combination of GreenState benefits and state-sponsored programs that exceed 100% of their pay while on leave.

#### **Interaction with Other Leaves**

Employees who are eligible for Family and Medical Leave (FMLA), any paid leave granted under this policy will run concurrently with FMLA leave and any other leave where allowed by law. Employees may not exceed a total of twelve (12) work weeks of combined Paid Parental Leave and Paid Medical Leave within a rolling twelve (12) month period.

#### **Job Protection**

Employees who take Paid Parental Leave will not have automatic job protection unless covered under applicable laws such as the Family and Medical Leave Act (FMLA) or state-specific protections.

#### **At the End of Employment**

Unused paid medical leave will not be paid out upon termination of employment, unless otherwise required by law.



## Other Time Away From Work

### ***Civic Responsibilities***

GreenState is committed to supporting employees in fulfilling their civic duties while maintaining workplace flexibility.

#### **Jury Duty**

Employees who receive a jury duty summons must notify their manager at least twenty-four (24) hours in advance to allow work planning and minimal disruption.

Employees must provide a copy of their subpoena to their manager. Employees released from jury service early or are not selected for a jury panel should inform their manager as soon as possible and return to work, if requested.

#### **Court Attendance and Witness Duty**

GreenState provides necessary time off for employees required to participate in court proceedings or appear as a subpoenaed witness, in compliance with applicable laws.

Employees must notify their manager at least twenty-four (24) hours in advance to allow work planning and minimal disruption.

Employees must provide a copy of their subpoena to their manager. Employees released from service early should inform their manager as soon as possible and return to work, if requested.

Some state and local jurisdictions provide time off for court attendance and/or witness leave related to domestic violence, being a victim of a crime, or sick and safe leave. Please refer to your individual state materials or contact Human Resources for more information.

### **Voting and Election Service**

GreenState believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections (state or federal election, general primary, or special primary) or service as an election official.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to works schedules, managers are authorized to grant a reasonable period during the workday to vote.

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity as long as they are in good standing and it does not significantly impact GreenState's work. Employees who are chosen to act as an election official must notify their manager a minimum of three (3) days in advance of their need for time off.

- Flexible Time Off (FTO) eligible employees (non-commissioned regular full-time and part-time): Employees must use FTO for voting time off and election official purposes, unless otherwise required by law.
- For other employees (commissioned, temporary, intern, and seasonal): Time away from work for voting or service as an election official is unpaid, unless otherwise required by law.

## Family and Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (“FMLA”) allows eligible employees to take unpaid, job-protected leave for specific reasons. Depending on the reason for the leave, employees may take up to twelve (12) or twenty-six (26) workweeks of leave within a twelve (12) month period.

### Questions or Concerns about FMLA

While this provides extensive information, the FMLA process can sometimes be complex. If you have questions about your eligibility or believe that your manager or GreenState representative is not handling your FMLA request appropriately, please contact Human Resources for guidance.

### Employee Eligibility

To qualify for FMLA leave, an employee must:

- Have worked for GreenState for at least twelve (12) months within the preceding seven (7) years (limited exceptions apply);\*
- Have completed at least one-thousand two hundred and fifty (1,250) hours of work for GreenState over the preceding twelve (12) months; and
- Be employed at, report to, or receive assignments from a location where there are at least fifty (50) employees within seventy-five (75) miles.

**\*Note:** The twelve (12) months of employment do not need to be consecutive. However, employment periods prior to a break in service of seven (7) years or more will not count toward the twelve (12) month requirement, except for periods of absence due to military service. All absences due to military service count toward FMLA eligibility.

### Qualifying Reasons

Eligible employees may use FMLA leave for the following reasons:

- Up to twelve (12) workweeks of leave in a twelve (12) month period for:
- The birth of a child, and to care for the newborn child within one year of birth. Leave is available to all parents, regardless of gender.
- The placement of a child with the employee for adoption or foster care, and to care for the newly placed child within one year of placement. Leave is available to all parents, regardless of gender.
- To care for a spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of their job.
- Any qualifying exigency arising from the fact that the employee’s spouse, child, or parent is a covered military member on “covered active duty”.

Up to twenty-six (26) workweeks of leave during a single twelve (12) month period for:

- The care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, child, parent, or next of kin (military caregiver leave).

### Maximum Leave Allowances

Employees may take up to twelve (12) workweeks of FMLA in a twelve (12) month period for any combination of qualifying reasons. If caring for a covered servicemember, employees may take up to twenty-six (26) workweeks total, with all other leave reasons not exceeding twelve (12) workweeks within that twenty-six (26) workweek period.

## **FMLA Definitions**

**Serious health condition.** The FMLA defines a serious health condition as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Both physical and mental health conditions qualify for FMLA leave.

**Serious health condition of the employee.** A serious health condition is one that makes the employee unable to perform the essential functions of their job. An employee is considered unable to perform their job when a health care provider determines the employee is unable to work at all, the employee is unable to perform any one of the essential functions of their position, or the employee must be absent from work to receive medical treatment for a serious health condition.

**Care for a family member with a serious health condition.** Caring for a family member under the FMLA includes assistance with basic medical needs, hygienic care, nutritional support, safety and transportation needs, physical care, or psychological comfort.

### **Identifying the 12-Month Period**

GreenState determines the twelve (12) month period for FMLA leave using a “rolling” method, which measures leave backward from the date an employee takes any FMLA leave.

**Exception:** For leave taken to care for a covered service member, the twelve (12) month period starts on the first day of leave and extends twelve (12) months from that date.

Additionally, FMLA leave for the birth, adoption, or foster placement of a child must be used within twelve (12) months of the birth or placement.

### **Using Leave**

Employees who qualify for FMLA leave may take leave in different ways:

- A single continuous leave period.
- Intermittent leave (separate blocks of time) when medically necessary for a serious health condition affecting the employee or their immediate family member.
- A reduced work schedule when medically necessary for a serious health condition affecting the employee or their immediate family member, or to care for a covered service member.
- Intermittent or reduced-schedule leave for qualifying military-related exigencies.

**Note:** Employees needing intermittent or reduced-schedule leave should make reasonable efforts to schedule leave in a way that minimizes disruption to GreenState operations.

Intermittent leave is not permitted for the birth of a child, to care for a newborn child, or for the placement of a child for adoption or foster care.

### **Use of Paid Leave/Time Off**

Depending on the purpose of a leave request, employees may choose or GreenState may require them to use paid leave or paid time off, subject to limitations in GreenState paid leave practices. To substitute paid time off for FMLA leave, an eligible employee must comply with

normal GreenState procedures for the applicable paid time off (e.g., call-in procedures, advance notice, etc.).

If an employee receives disability benefits from a disability plan, workers' compensation, or other similar state-sponsored program during their FMLA leave, GreenState may allow them to supplement those benefits with any available paid time off, to the extent permitted by applicable law and plan documents. However, GreenState will not require employees to supplement such benefits with paid time off.

### **Maintenance of Health Benefits**

Employees enrolled in any of the GreenState's group health plans will have their coverage maintained during FMLA leave under the same terms and conditions as if they had been actively working throughout the leave period.

Employees must continue paying their share of health plan premiums while on leave or arrange to pre-pay, following the same contribution rates as when actively working.

If an employee fails to make the required premium payments, their coverage may lapse --though they may be eligible for reinstatement upon returning to work.

If an employee does not return to work at the end of their FMLA leave, GreenState may, in certain circumstances, recover the premiums it paid to maintain the employee's health coverage during the leave period.

### **Notice and Medical Certification**

When requesting FMLA leave, employees must provide the following:

#### **Information to Determine FMLA Eligibility**

Employees must provide sufficient details to help determine whether the leave qualifies for FMLA protection, including the anticipated duration of the leave. Relevant details may include:

1. The employee is unable to perform essential job functions due to a serious health condition;
2. A family member is unable to perform daily activities due to a serious health condition;
3. The need for hospitalization or ongoing treatment by a health care provider; or
4. Circumstances supporting the need for military family leave.

Employees must inform GreenState if the requested leave is for a reason previously certified under FMLA.

### ***FMLA Notice Requirements***

#### **Foreseeable Leave**

Employees must provide notice at least thirty (30) days in advance of the anticipated start date of the leave.

#### **Unforeseeable Leave**

If advance notice is not possible, employees must provide information as soon as is practicable, following standard GreenState call-in procedures, unless unusual circumstances prevent compliance.

## **Other FMLA Requirements**

### **Medical Certification**

If leave is requested due to a serious health condition (affecting the employee or an immediate family member), employees must provide medical certification within fifteen (15) calendar days of GreenState's request. Additional time may be granted in certain circumstances.

Failure to provide timely certification may result in a delay or denial of FMLA leave. If leave is denied, the employee's absence will be handled according to GreenState leave and attendance practices, which may lead to disciplinary action, up to and including immediate termination.

GreenState reserves the right to request a second or third medical opinion, at the employee's expense, or require periodic re-certifications, when appropriate.

**Spouses Both Employed at GreenState:** Spouses who both work for GreenState share a total of twelve (12) workweeks of FMLA leave in a rolling twelve (12) month period for:

- The birth of a child;
- Placement of a child with the employee for adoption or foster care; or
- Care for a parent with a serious health condition.

Spouses who both work for GreenState also share a total of twenty-six (26) workweeks of FMLA to care for a military family member with a serious injury or illness. Spouses who both work for GreenState may each use a total of twelve (12) workweeks of FMLA leave in a rolling twelve (12) month period for:

- Their own serious health condition;
- To care for a spouse or child with a serious health condition; or
- Due to a qualifying exigency.

### **Status Reports During Leave:**

Employees may be required to provide periodic updates regarding their status and intent to return to work while on leave.

### **Return-to-Work Certification**

If leave was taken due to the employee's serious health condition, they must provide a return-to-work certification before returning to work. The certification must confirm the employee's ability to perform essential job functions safely and effectively. Failure to meet these requirements may result in delay or denial of leave, or disciplinary action, up to and including immediate termination.

**Employer Responsibilities:** GreenState is committed to providing employees with important information regarding their rights and responsibilities under the Family and Medical Leave Act.

**Eligibility:** In accordance with applicable laws, GreenState will inform employees whether they meet FMLA eligibility requirements. If an employee qualifies for FMLA leave, GreenState will provide a notice detailing their rights, responsibilities, and any additional information needed. If an employee does not qualify, GreenState will provide an explanation for their ineligibility.

**Qualifying Leave:** GreenState will inform employees whether their requested leave qualifies for FMLA protection and, when possible, indicate how much leave will count against their entitlement. If a leave request does not meet FMLA criteria, GreenState will provide notice accordingly.

**Job Restoration:** Upon returning from FMLA leave, eligible employees will generally be reinstated to their previous position or an equivalent role with comparable pay, benefits, and working conditions.

**Returning After FMLA Leave:** Employees who do not return to work as scheduled following FMLA leave or who exceed their leave entitlement (twelve (12) workweeks for most FMLA leave types and twenty-six (26) workweeks for military caregiver leave) will be subject to GreenState's standard leave of absence and attendance practices.

If no other GreenState-provided leave applies, failure to return may result in termination. GreenState's obligation to maintain your group health plan benefits may end, subject to COBRA rights.

**Other Employment During Leave:** Employees are generally prohibited from engaging in other employment that conflicts with their need for leave. applies to all GreenState leave, including FMLA leave. Violations may result in disciplinary action, up to and including immediate termination.

**Fraud:** Providing false or misleading information or omitting material details in an FMLA leave request will result in disciplinary action, up to and including immediate termination.

**Compliance and Enforcement:** Under FMLA regulations, employers are prohibited from interfering with, restricting, or denying an employee's rights under the law. Employers also cannot retaliate against individuals who assert their FMLA rights or participate in proceedings related to FMLA compliance.

While GreenState encourages employees to raise any concerns about FMLA compliance with Human Resources, the law also permits individuals to file a complaint with the U.S. Department of Labor, Wage and Hour Division, or pursue legal action privately.

Additionally, FMLA does not override federal or state anti-discrimination laws, nor does it supersede local laws or collective bargaining agreements that grant more expansive family or medical leave rights.

### **Interaction with Other Leaves**

When state or local laws grant leave for reasons covered under – such as workplace illness or injuries that qualify under workers' compensation –those leaves will run concurrently with FMLA to the fullest extent allowable by law.

## ***Military-Related FMLA Leave***

Eligible employees may be entitled to FMLA leave to address specific service-related medical and non-medical needs of family members. There are two (2) types of leave: Military Caregiver Leave, and Qualifying Exigency Leave, outlined below.

### **Definitions**

A covered servicemember includes both: current servicemembers and veterans. A current servicemember is:

- An active member of the Armed Forces, including a member of the National Guard or Reserves.
- An individual undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- Someone in outpatient status or on the temporary disability retired list due to a serious injury or illness.

A covered veteran is:

- A former member of the Armed Forces, including the National Guard or Reserves.
- An individual undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- A veteran who was discharged under conditions other than dishonorable within the past five (5) years before an employee first takes FMLA leave to care for them.

### **Serious Injury or Illness**

The FMLA definitions of serious injury or illness for servicemembers and veterans differ from the standard serious health condition definition.

### ***Current Servicemembers***

For active duty Armed Forces members, including those in the National Guard or Reserves, a serious injury or illness is one that:

- Was incurred in the line of duty while on active duty, or
- Existed before active duty and was aggravated by service, and
- May render the servicemember medically unfit to perform their military duties.

### ***Covered Veterans***

For covered veterans, a serious injury or illness is one that:

- Resulted from the aggravation of a preexisting condition in the line of active duty, and
- Made the veteran medically unfit to perform their military duties, or
- Qualifies the veteran for certain benefits from the Department of Veterans Affairs, or
- Substantially impairs the veteran's ability to work.

**Qualifying Exigencies** related to a family member's military service include short-notice deployment, military events and ceremonies, alternative childcare arrangements, financial and legal preparations, rest and recuperation, counseling, parental care, and post-deployment activities.



## **Military Caregiver Leave**

Military Caregiver Leave allows eligible employees to take unpaid leave to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty.

This special leave entitlement grants up to twenty-six (26) workweeks of leave within a single twelve (12) month period to care for a covered servicemember.

### **Eligibility**

To qualify for Military Caregiver Leave, an employee must be a spouse, child, parent, or next of kin of the covered servicemember. **Next of kin** means the nearest blood relative of the servicemember, other than the covered servicemember's spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins.

If the covered servicemember has specifically designated another blood relative in writing as their nearest blood relative for Military Caregiver Leave under FMLA, that designation takes precedence over the standard priority order.

### **Maximum Leave Allowances**

Eligible employees may take up to twenty-six (26) workweeks of Military Caregiver Leave within a single twelve (12) month period. The twelve (12) month period begins on the first day the leave is taken and ends twelve (12) months later. Any unused leave within that timeframe is forfeited.

This leave applies per injury and per covered servicemember. Employees may take separate leave periods to care for multiple covered servicemembers or for different serious injuries or illnesses of the same covered service member. However, no more than twenty-six (26) workweeks of Military Caregiver Leave may be taken within any single 12-month period.

Interaction with Other FMLA Leave: During the single twelve (12) month period, employees may take a combined total of twenty-six (26) workweeks of FMLA leave, which includes up to twelve (12) workweeks for other FMLA-qualifying reasons, such as birth, adoption, or foster placement of a child, serious health condition of the employee or qualifying family member, or a qualifying exigency related to military service. **Example.** Within the same twelve (12) month period, an employee may take sixteen (16) workweeks of Military Caregiver Leave and ten (10) workweeks of FMLA leave to care for a newborn child.

### **Certification**

Employees may need to submit certification for themselves and/or the covered servicemember, completed by an authorized health care provider, within fifteen (15) calendar days of requesting leave.

### **Other Provisions**

Military Caregiver Leave is subject to all other provisions in GreenState's FMLA Leave policy, including eligibility requirements, notice requirements, and use of paid leave and paid time off.



This leave will be administered in compliance with the FMLA and relevant regulations, and nothing within should be interpreted in a way that contradicts federal regulations.

### **Qualifying Exigency Leave**

Eligible employees may take unpaid leave to address specific needs arising from the covered active duty or an impending call to covered active duty of a military member, including a spouse, child, or parent.

### **Leave Limits**

Employees may take up to twelve (12) workweeks of Qualifying Exigency Leave within a rolling twelve (12) month period, following the same measurement method used for other forms of FMLA leave – except for Military Caregiver Leave, which allows, twenty-six (26) workweeks of leave in a single twelve (12) month period.

Although Qualifying Exigency Leave may be combined with other types of FMLA leave, the total leave cannot exceed twelve (12) workweeks within any twelve (12) month period (except for Military Caregiver Leave, which is subject to its own 26-workweek maximum.)

Covered active duty means:

- For a member of the Regular Armed Forces: Duty during deployment with the Armed Forces to a foreign country.
- For a member of the National Guard or Reserves: Duty during deployment with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

**Deployment to a foreign country** includes areas outside of the United States, District of Columbia, or any U.S. territory or possession. It also includes deployment to international waters.

### **Qualifying Circumstances for Leave**

1. **Short-notice deployment:** To address any issue that arises out of short notice (within seven (7) days or less) of an impending call or order to covered active duty.
2. **Military events and related activities:** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
3. **Childcare and related activities:** To arrange for alternative childcare; to provide childcare on a non-routine, urgent, immediate need basis, to enroll in or transfer to a new school or daycare facility.
4. **Financial and legal arrangements:** To make or update financial or legal arrangements, or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
5. **Attending counseling:** To attend counseling (by someone other than a health care provider) for yourself, the military member, or a child/ dependent, when necessary, due to active duty status.
6. **Rest and recuperation:** To spend time with a military member on short-term rest and recuperation leave during deployment. Employees may take up to fifteen (15) calendar days of leave per instance.

7. **Post-deployment activities:** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to ninety (90) days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active-duty status.
8. **Care of the military member's parent:** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the military member when the member was a child.
9. **Other events:** Other events that arise from the military member's duty under a call or order to active duty, provided that GreenState and the employee agree that such leave will qualify as an exigency and agree to both the timing and duration of such leave.

Documentation Requirements: Employees seeking Qualifying Exigency Leave may be required to submit:

- A copy of the military member's active-duty orders, rest and recuperation orders, or other military documentation verifying their service status and dates.
- A statement describing the nature and details of the exigency.
- The amount of leave needed and the employee's relationship to the military member.

All documentation must be submitted to Human Resources within fifteen (15) days of the leave request. This leave will be administered in compliance with the FMLA and relevant regulations, and nothing within should be interpreted in a way that contradicts federal regulations.

### **Limited Nature**

This does not create an express or implied contractual agreement beyond what is explicitly provided for by the FMLA. GreenState reserves the right to modify this at its sole discretion, as permitted by law.

Additionally, state or local leave laws may provide additional rights, which should be reviewed for applicability.

### **Failure To Return from Leave or To Comply**

Employees may be subject to immediate termination for the following reasons:

1. Failing to return to work as scheduled following the end of leave.
2. Providing false or misleading information or omitting required details in connection with a leave request.
3. Violating GreenState practices regarding leave, including rules and regulations related to FMLA or other leave practices.
4. Failing to adhere to GreenState practices or performance standards.

### **Workers' Compensation**

If an employee is away from work due to a workers' compensation injury or illness and is also eligible for FMLA, the two types of leave will run concurrently.

## ***Military Leave***

GreenState fully supports our nation's military personnel and provides time off for employees to fulfill military duties, in accordance with applicable federal, state, and local laws.

Employees should notify Human Resources and provide GreenState with a copy of their military orders as soon as possible. We request that employees be mindful of operational needs when scheduling military duty or training.

**Compensation During Military Leave:** For regular non-commissioned employees, GreenState will pay up to 80% of the employee's normal pay, less their pre-tax "basic pay" military wages for a period of up to 6 months. Employees must provide a copy of their military orders and a Leave and Earnings Statement to Human Resources. For all other employees (commissioned, temporary, intern and seasonal), military leave will be unpaid, unless otherwise required by law.

## ***Unpaid Personal Leave***

Subject to and in accordance with federal and state laws, regular full-time employees who have completed their first year of employment may request unpaid personal leave for up to thirty (30) days. An extension beyond thirty (30) days will be considered on an individual basis.

An unpaid personal leave may be granted when unusual or unavoidable circumstances require an employee to be absent from work.

Unpaid Personal Leave must also be used when:

- Seeking FTO in excess of two (2) weeks in one continuous period;
- Requesting recurrent leave;
- Seeking additional parental or medical leave beyond standard practices provide; or
- After FTU is exhausted, unless as required by federal or state law.

## **Terms and Conditions**

If granted leave, employees must comply with the terms and conditions of the leave, keep in touch with GreenState during their absence, and provide prompt notice of any changes to their return date.

This type of leave cannot be used in conjunction with any other leave, unless required by law. Where allowed by law, employees must exhaust any paid leave and paid time off before becoming eligible to request unpaid leave.

**Request Process** Employees must submit a written request at least two (2) weeks in advance. Requests must fully explain the circumstances necessitating the leave. Each request will be evaluated individually, considering GreenState's operational needs.

## **Maintenance of Health Benefits**

Employees enrolled in any of GreenState's group health plans may continue their coverage maintained during the leave.

Employees must continue paying their share of health plan premiums while on leave or arrange to pre-pay, following the same contribution rates as when actively working. If an employee fails to make required premium payments, their coverage may lapse --though they may be eligible for reinstatement upon returning to work.

If an employee does not return to work at the end of their scheduled leave, GreenState may recover the premiums it paid to maintain the employee's health coverage during the leave period. Not returning to work as scheduled may also result in disciplinary action, up to and including immediate termination.

### **Other Employment During Leave**

Employees are generally prohibited from engaging in other employment that conflicts with their need for leave. Violations may result in disciplinary action, up to and including immediate termination.

### **Job Protection**

Employees who take Unpaid Personal Leave do not have automatic job protection, unless covered under applicable laws or state-specific protections.

The granting of personal leave does not guarantee that a position will be available upon return. However, GreenState will make every effort, to place employees returning from leave in their former position, or a comparable position in status and pay. If an employee refuses an offered alternate position, they will be considered to have resigned as the date of refusal.

### **Fraud**

Providing false or misleading information or omitting material details in personal leave request will result in disciplinary action, up to and including immediate termination.

Employees should speak with Human Resources before requesting leave to ensure they fully understand their obligations while on leave, including periodic reporting requirements and re-verification obligations. Failure to comply with GreenState practices may impact an employee's ability to return to work.

### ***Sabbatical Leave***

GreenState provides paid Sabbatical Leave to all regular long-time full- and part-time employees. This leave is intended to promote a healthy work-life balance and encourage both personal and professional growth through an extended leave period.

Eligibility Employees are eligible for Sabbatical Leave after completing fifteen (15) years of service, calculated from their adjusted rehire date. If an employee leaves GreenState and is rehired within two (2) years, prior years of service will be credited for sabbatical eligibility. Leave should be used within five (5) years of an employee's eligibility date.

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### **Acquisition Exception**

Employees hired through acquisition, who already meet the years-of-service requirement at the time of acquisition cannot take Sabbatical Leave during the first year following the acquisition date. Employees must wait at least one (1) year of service for GreenState before scheduling their sabbatical. Employees must use Sabbatical Leave within four (4) years of completing their first year with GreenState.

### **Second Sabbatical**

Eligibility Employees become eligible for a second Sabbatical Leave ten (10) years from the end date their last sabbatical. Employees must use leave within five (5) years of the employee's eligibility date.

### **Duration and Restrictions**

The maximum duration of any Sabbatical Leave is four (4) weeks. This leave cannot be used in conjunction or consecutively with paid holidays, FTO, FTU, Medical Leave, or Parental Leave.

Employees are not eligible for Sabbatical Leave if they received a written warning within ninety (90) days immediately preceding the request or are on progressive discipline at the time of the request. Employees must wait until the warning or disciplinary plan expires before requesting leave.

Application and Approval Process Employees must submit a sabbatical application at least sixty (60) calendar days before leave begins. Employees must ensure the requested leave period does not conflict with GreenState operational needs. Applications are located on GreenState's benefits website. If appropriate notice is not given, the request may be delayed.

While GreenState intends to grant leave requests, it reserves the right to delay or cancel sabbatical leave due to business conditions.

### **Work Access Restrictions**

During Sabbatical Leave, employees must not access work emails, voicemail, or any work systems, or perform any GreenState work.

Managers will disseminate duties to other employees and cannot hire temporary or seasonal employees to cover the duties of an employee on sabbatical. Each manager may designate blackout periods based on business needs.

### **Sabbatical Pay and Benefits**

- Full-time non-commissioned employees receive 100% of their base pay, based on a 40-hour work week.
- Part-time non-commissioned employees are paid based on their average weekly hours over the past twelve (12) months, at their current pay rate, capped at their weekly maximum hours.
- Commissioned employees receive an average of four (4) weeks' pay, based on the same four-week period in the prior year.
- Employee incentive payouts while on sabbatical are subject to the terms and conditions of the applicable incentive plan.

- Current benefits will continue on the same terms and conditions as if the employee were actively working.

There is no cash value to Sabbatical Leave. Unused Sabbatical Leave cannot be cashed out if not taken within the prescribed periods. Unused Sabbatical Leave will not be paid at the end of employment, unless required by law.

### **State Leave Laws**

If a state-specific law grants additional leave rights, GreenState will comply with those requirements. Employees needing time away from work for any reason should consult Human Resources to understand their available leave options.

Exempt employees may be provided with time off with pay for any of the above leaves when necessary to comply with state and federal wage and hour laws. Any employee who uses leave for unauthorized purposes will be subject to disciplinary action, up to and including termination.

## **Timekeeping Procedures**

Unless otherwise notified, all employees must record their work hours in GreenState's timekeeping system including hours worked onsite or remotely. Accurate timekeeping ensures employees are paid for all hours worked. Employees are expected to follow established procedures to maintain an accurate record of hours worked.

### **Time Recording Requirements**

Employees must record their time at the following intervals:

- Before starting work for the day
- After finishing work before meal break
- Before resuming work after meal break
- After finishing work for the day
- Before and after any other time away from work

Additionally, employees must record any non-working time, such as errands, personal appointments, or other time away from GreenState, except break periods.

### **Submission and Audits**

Submission of electronic timecards signifies approval and validation of the recorded entries and certifies that hours reported are an accurate and complete representation of actual time worked and/or time off taken.

Submitting inaccurate or incomplete timecards may result in disciplinary action, up to and including immediate termination. GreenState may audit employee timesheets at any time to ensure proper timekeeping procedures are being followed.

### **Timekeeping Violations**

Employees must not: record another employee's timecard or ask another employee to record their timecard. Doing so may result in disciplinary action, up to and including immediate termination. No manager is authorized to instruct employees to work "off the clock." Off-the-clock work is strictly prohibited. Employees should immediately report any such instruction to Human Resources.

## ***Absenteeism and Tardiness***

Every employee plays a critical role in daily operations. Absenteeism or tardiness, even for valid reasons, disrupts workflow and affects member service.

Failure to follow attendance procedures may result in disciplinary action, up to and including immediate termination, as well as possible denial of time off benefits.

### **Notification Requirements**

If an employee will be late or absent, they must provide notification via phone call/text or GreenState Communication tools in accordance with their manager's absence protocol. Notice should be provided as far in advance as possible -- no later than one (1) hour before the start of the shift. This allows proper arrangements to be made during the employee's absence.

### **Unexpected Absences**

If prior notice cannot be given, employees must notify their manager as soon as possible. Failure to notify their manager may result in immediate termination.

### **Extended Absences**

Employees absent for more than one (1) day must notify their manager each day unless they have an approved leave of absence. Employees are expected to provide a doctor's note for continuous absences of three (3) days or more due to personal illness or injury, unless otherwise required by state or local laws.

### **No Call, No Show**

All employees are expected to report to work on time, and as scheduled. Failure to report to work for three (3) consecutive scheduled workdays without notification (a "no call, no show") will generally be considered job abandonment and treated as a voluntary resignation. Employees are responsible for maintaining communication regarding their attendance.

### **Overtime**

GreenState may periodically schedule overtime work or weekend work to meet business needs. Whenever possible, employees will receive advance notice of required overtime. Employees scheduled for overtime or called for special projects or hours are expected to report to work unless specifically excused by management. Failure to report for scheduled overtime may result in disciplinary action, up to and including immediate termination.

### **Overtime Hours Definition**

Overtime is defined as all hours worked in excess of forty (40) hours in a workweek. GreenState's workweek begins on Saturday at 12:00 midnight and ends Friday at 11:59 p.m. Only actual hours worked will be counted toward overtime calculations. All types of paid time off are not counted as hours worked. If a state or other jurisdiction has different overtime laws, GreenState will comply with applicable regulations.

### **Overtime Compensation**

Overtime pay varies based on the employee's pay plan, job duties, the state of employment, and regulatory guidelines. Employees in **exempt roles** paid on a salary basis do not receive additional pay for overtime hours. Their salary compensates for all hours worked, whether under or over forty (40) hours per week.

Employee in **non-exempt roles** paid on an hourly basis receive straight time pay plus half-time pay (time-and-one-half rate) for overtime hours. Regardless of classification, all overtime work will be paid properly and in compliance with applicable laws.

### **Overtime Approval**

All non-exempt employees must receive manager approval in advance of performing overtime work. Failure to obtain prior approval may result in disciplinary action, up to and including immediate termination.



## **Travel Time**

Travel time is defined as any active travel for work-related purposes, excluding disengaged time. Travel time to and from an employee's home office (defined as the location the employee is regularly scheduled as part of their workweek) is not generally considered working time. Travel time away from an employee's residence to locations other than the employee's regularly scheduled home office is paid working time. This includes travel to different GreenState locations, attending conferences, seminars, or other work-related travel.

### **Paid Travel Time**

Applies to regular workdays, non-workdays (e.g., Saturday and Sunday), and outside of standard work hours. Exempt employees do not receive additional compensation for travel time, as their salary covers all hours worked, including travel.

### **Travel That is Part of Workday**

Paid work time includes travel between offices or other business (e.g., picking up supplies, attending business meetings). If an employee reports to one location and is required to travel to another, the time spent traveling directly is paid work time.

### **Unpaid Travel Time**

Includes personal activities (e.g., stopping for lunch or personal errands) during business travel.

### **Community Service Travel Time and Volunteer Time**

Time spent at a GreenState-sponsored or approved community service event is paid when performed during standard work hours. Non-exempt employees participating in community service outside of standard work hours will not be compensated for travel or volunteer time.

## **Remote Work**

In general, GreenState encourages employees to work from one of our locations to foster collaboration, connection and provide regular support for their daily work. GreenState does allow the options for some roles to be eligible for remote work if desired by the employee. Remote work allows employees to perform their job duties at an approved alternate worksite (e.g., home) during paid work hours.

Remote work is not a universal benefit, entitlement or requirement. GreenState may refuse remote work to an employee or terminate a remote work arrangement at any time, unless otherwise required by law.

### **Approval Process**

The role must be evaluated by the manager to determine if it qualifies for remote work. Remote work locations outside Iowa, Illinois, or Nebraska require additional review and approval by Human Resources. Employees must provide at least thirty (30) days' notice for this review. GreenState retains sole discretion in approving or denying work arrangements.

### **Eligibility**

Employees will be selected and approved for remote work based on the suitability of their job for remote work, their likelihood of success as a remote worker, and an evaluation of

their manager's ability to supervise remote employees. Each department will make its own selections in consultation with Human Resources.

### **Conduct**

Employees working remotely must adhere to the Employee Handbook, including practices, standards or rules on conduct, confidentiality, time off, harassment, and discrimination. violations may result in disciplinary action, up to and including immediate termination.

### **Compensation and Work Hours**

Remote work does not alter an employee's compensation, benefits, work status, or work responsibilities. Employees must follow assigned work schedules, meet deadlines, and maintain high-quality standards. Hourly non-exempt employees must accurately record all hours worked and submit timecards to their manager. Overtime must be pre-approved by their manager.

### **Equipment and Tools**

Equipment needs are determined on a case-by-case basis, with input from GreenState management. GreenState may provide a computer, software, monitor, keyboard, mouse, or phone (desk or soft phone, based on role). Additional equipment may be provided as necessary.

### **Operational Expenses**

GreenState provides onsite facilities and resources for employees to use. If employees choose to work at an alternate location outside of GreenState's locations, such as their home, they are responsible for operational expenses incurred at the alternate location (e.g.: phone, internet, mousepad, notepad, pens, etc.). Reimbursement for such expenses will only occur when approved and required by law and will only be made upon the employee's timely submission of a request for reimbursement along with sufficient documentation, such as receipts. It is the employee's responsibility to seek reimbursement of business expenses, as GreenState will only reimburse expenses for which it receives a request and sufficient documentation.

### **Employee Responsibilities**

Employees are responsible for maintaining security and upkeep of GreenState equipment and reporting any need for repairs or updates immediately. Employees are responsible for reimbursing GreenState for loss or damage to GreenState equipment if caused while under their custody or control. Use of GreenState-provided equipment, software, and data at a remote location is limited to business purposes, must not be accessed by other household members, and must be used in accordance with our policies.

### **Workspace Requirements**

Employees must designate a safe, hazard-free workspace within their approved remote location. GreenState is not responsible for costs associated with home office setup (e.g., remodeling, furniture, lighting, repairs) unless business expense reimbursements are required by law. Employees must provide their own high-speed internet (minimum 25 Mbps), electricity, office furnishings (e.g., desk, chair, lighting), personal equipment, maintenance and repair.

### **Remote Workspace Inspections**

GreenState reserves the right to conduct on-site visits with 48 hours' notice to ensure a safe work environment and inspect, maintain, or retrieve GreenState-owned equipment. GreenState also reserves the right to request a photo or virtual view of the workspace via GreenState video

software such as Teams. Employees must keep all GreenState materials stored in their designated work area and ensure materials comply with confidentiality practices.

### **Security and Data Protection**

Remote employees must maintain the same security standards as those in offices, including:

- Protecting GreenState devices from unauthorized access.
- Not sharing GreenState-owned devices or login credentials with household members.
- Saving all work to the network, rather than local desktops (to ensure security).
- Prohibiting the printing of sensitive documents outside GreenState locations.
- Securing equipment with passwords, encryption, and locked storage.

Employees must follow all data protection measures to safeguard GreenState, employee, and member information.

### **Safety, Insurance, and Liability**

Employees engaging in remote work will continue to receive full GreenState benefits, including health insurance and worker's compensation, where eligible. Employees must notify GreenState of any work-related injuries occurring in their approved work location as soon as practicable. Employees are liable for any injuries sustained by visitors in their workspace or home. Only GreenState-owned or loaned equipment is covered by GreenState's insurance provider. Employees must ensure that all other equipment is covered by personal insurance.

### **Dependent Care**

Remote work is not a substitute for dependent care. Employees must ensure someone other than themselves is available to care for children under the age of twelve (12) and elderly dependent individuals. During working hours, employees are expected to focus fully on their job responsibilities and maintain high-quality work performance.

### **Taxes and Legal Considerations**

Employees are responsible for determining any tax or legal implications associated with working from a home-based office, including IRS regulations and state and local laws.

Employees must fulfill all obligations related to tax compliance. GreenState will not provide tax guidance or assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional regarding potential income tax implications.

### **Communication Expectations**

Employees must remain accessible via phone and email during their department's core hours. Remote workers may also be required to attend in-person meetings and other meetings deemed necessary by management.

## Virtual Meeting Requirements

To foster engagement and effective communication, employees are generally expected to keep their cameras on during virtual meetings unless otherwise specified. Keeping video on helps promote a collaborative environment, ensures all participants are present and attentive, and allows for better nonverbal communication.

Exceptions can be made for technical difficulties or extenuating circumstances, but advance notice to the meeting organizer is encouraged.

### Best Practices for Virtual Meetings:

- **Preparation:** Join the meeting on time, having tested your audio and video equipment beforehand to ensure a smooth start. Review the agenda and any materials in advance and be ready to contribute actively.
- **Background and Environment:** Choose a quiet, well-lit space with minimal background distractions. Use GreenState virtual backgrounds to maintain privacy and reduce visual noise.
- **Muting Etiquette:** Keep your microphone muted when not speaking to minimize background noise. Unmute yourself only when you are ready to speak or participate in discussions.
- **Engagement:** Pay close attention throughout the meeting. Avoid multitasking, and use active listening cues, such as nodding or using chat reactions, to show your engagement.
- **Participation:** Speak clearly and concisely when contributing. Use the chat or “raise hand” feature to indicate when you have questions or comments and avoid interrupting others.
- **Confidentiality:** Be mindful of your surroundings, especially when discussing sensitive topics. Ensure that confidential information is not visible or audible to others who may be nearby.
- **Technical Support:** If you anticipate connectivity or technical issues, notify the meeting organizer in advance and have a backup plan, such as a dial-in number.
- **Follow-Up:** After the meeting, review notes or action items that pertain to you, and reach out to the organizer if you have questions or require clarification.

## Insurance, Retirement, and Other Benefits

GreenState offers a comprehensive benefits package for eligible employees and dependents. Eligible employees will receive access to the Summary Plan Descriptions and other materials related to GreenState's benefit plans.

Benefit offerings include, but are not limited to:

- Health, Dental, Vision Insurances
- Health Savings Account (HSA)
- Life Insurance and Accidental Death & Dismemberment (AD&D)
- Long-Term Disability Insurance
- Dependent Care Flexible Spending Account (FSA)
- Healthcare Flexible Spending Account (FSA)
- 401(k) Retirement Savings Plan

The insurance contract or plan documents will prevail over any conflicting information, including this Handbook. Employees may obtain additional information by contacting Human Resources.

## COBRA Benefits Continuation

GreenState provides continuation of health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for eligible employees and their dependents following a qualifying event that results in loss of coverage.

COBRA continuation coverage is the same health coverage provided to other participants in GreenState's group health plan who are not receiving COBRA continuation coverage.

### Eligibility

Employees, their spouse, and dependents covered under GreenState's group health plan may be eligible for COBRA continuation coverage if they experience a qualifying event, such as:

- Termination of employment (for reasons other than gross misconduct)
- Reduction in work hours resulting in loss of coverage
- Divorce or legal separation from a covered employee
- Death of a covered employee
- Medicare eligibility for a covered employee
- Dependent child no longer meeting eligibility requirements

**Coverage Duration** COBRA continuation coverage is available for:

- Up to eighteen (18) months for employees and dependents following employment termination or reduction in hours
- Up to thirty-six (36) months for dependents following divorce, legal separation, death of the employee, or loss of dependent status

### Election Process

COBRA participants are responsible for paying the full premium cost, plus an administrative fee (up to 2% of the premium). Payments must be made on time to maintain coverage.

### Termination of COBRA Coverage

COBRA coverage may end before the maximum period if:

- Premiums are not made on time
- GreenState discontinues its group health plan
- The participant becomes eligible for another group health plan
- The participant becomes eligible for Medicare

Employees with questions should contact Human Resources.

### ***Additional Benefit Offerings***

As part of its commitment to providing a great workplace, GreenState provides generous benefit offerings.

### ***Employee Referral Bonus***

GreenState is always looking for vibrant, passionate, and energized individuals with great attitudes. We encourage employees to refer candidates who they would love to work with and who they know will excel in their roles.

Employees may be eligible for an employee referral bonus. For full details, please refer to the Employee Referral Bonus information on GreenSpace.

### ***Training and Educational Assistance***

GreenState provides periodic in-house training programs for eligible employees to support their professional development. Additionally, regular full-time employees may be considered for external training programs that benefit GreenState or enhance job proficiency. Employees must obtain advance approval from their manager before enrolling in any training program.

### ***Workers' Compensation***

Workers' compensation is required by state law and paid by GreenState. This coverage protects employees in the event of an occupational injury or sickness. Employees must report any on-the-job accident – no matter how minor - as soon as reasonably possible to Human Resources.

For a detailed list of additional benefits including perks and discounts, visit the internal Benefits Portal for the most up-to-date information.

## **Employee Accounts**

Employees are held to a higher standard of accountability regarding their financial affairs due to their position of trust in handling members' funds and accessing financial information.

Violations may result in disciplinary action, up to and including account restrictions, account closure, and/or immediate termination.

### ***General Guidelines***

- Employees must not perform transactions, open share products, issue debit or credit cards, or originate loan products for their own account or a relative's account.
- When processing transactions for co-workers, employees may only conduct activities normally performed for members during daily duties.
- Employees automatically qualify for a \$500 E-Z Access Line of Credit for overdraft protection. If a higher limit is needed, standard underwriting guidelines will apply.

### ***Account Management Rules***

- Overdrafts resulting in returned items are not tolerated on employee checking or savings accounts – they may be considered unapproved loans or misappropriation of funds, violating applicable laws.
- GreenState does not hold checks or make special clearing arrangements.
- GreenState will not tolerate returned checks due to insufficient funds from an employee's account at another financial institution.
- Employees must not engage in check kiting, which involves inflating balances by transferring checks among accounts. Employees found kiting are not bondable.

### ***Employee Loan Accounts***

Past due loan account and credit cards are not acceptable, except under extraordinary circumstances. Employees experiencing financial difficulties are encouraged to proactively contact Collections before their loan or credit card account becomes excessively delinquent.

## **Communication Information**

### ***Bulletin Boards***

GreenState may maintain bulletin boards, internal message boards, and internal webpages (such as Viva Engage and GreenSpace) as official communication sources. These platforms are used solely for GreenState announcements and government postings.

Employees must ensure that all posted information is professional and complies with GreenState practices outlined in this Handbook.

### ***Business Records***

GreenState and its employees maintain written and electronic records related to GreenState operations. All records stored on GreenState premises or within GreenState systems are GreenState property. These records may be reviewed or inspected by GreenState at any time, without advance notice.

### ***Personnel Records***

GreenState maintains a personnel file for each employee. It is essential to keep your records up to date to ensure accurate contact information and access to appropriate benefits. Employees should update details such as legal name, address and phone number, number of dependents, tax information, immigration and military status.

For questions regarding access to personnel files, please contact Human Resources.



## **Confidential Information**

During employment, GreenState employees may gain access to sensitive, confidential, restricted, and proprietary information about GreenState that is not publicly available.

Employees are strictly prohibited from using or disclosing proprietary information, trade secrets, or legally protected GreenState or member information to competitors without the prior written approval.

GreenState takes reasonable steps to safeguard confidential data, including, but not limited to: financial records, member and vendor records, referral and mailing lists, credit card numbers, and other proprietary business information (electronic or paper-based).

### ***Use and Disclosure Restrictions***

Employees must use confidential information only in the performance of their job duties. Confidential data must not be used, shared, or published for any other purpose. Employees may not disclose or discuss confidential information without prior written consent from GreenState.

Confidential discussions should never take place in public spaces. Employees must prevent inadvertent disclosures to visitors or third parties.

Confidential information remains the exclusive property of GreenState, and employees retain no rights to use, disclose, or publish such information after employment. This restriction includes all paper and electronic records.

### ***Consequences of Unauthorized Use***

Unauthorized use or disclosure of confidential information may result in disciplinary action, up to and including immediate termination, prosecution, or other legal actions.

### ***Return of Confidential Materials Upon Termination***

Upon termination, employees must immediately return all confidential information (electronic or paper-based), all GreenState-related documents, and GreenState property, documents, and electronic records.

This does not limit GreenState's common law and statutory rights. Additionally, this does not restrict employees' rights to discuss wages, hours, and other terms and conditions of employment, as permitted by law.

## **Technology and Electronic Communications**

The IT Department will provide employees with detailed guidelines on the use of GreenState systems, equipment, and Acceptable Use Policy, separate from this Handbook. All use of GreenState systems and equipment must comply with this Handbook and follow additional GreenState policies, standards or rules provided separately.

### **Monitoring and Privacy**

Employees should be aware that all communications and system usage are accessible to GreenState at all times. Periodic unannounced inspections may occur. GreenState systems are subject to use, access, monitoring, review, recording and disclosure without further notice. Communication on GreenState systems are not private – even deleted can be retrieved.

Employees are prohibited from using GreenState systems for unauthorized purposes (including downloading or viewing sexually explicit or derogatory materials) or in any manner that violates our Equal Employment Opportunity policy; policy Against Unlawful Discrimination, Harassment, and Retaliation; or any other Company policy or practice.

### **Personal Device Restrictions**

Employees cannot use personal cell phones or other personal devices to circumvent GreenState practices and systems. GreenState systems include GreenState servers, Wi-Fi networks, and internet routers. With the exception of Company-approved programs and software, employees are prohibited from taking unauthorized photographs or making audio or video recordings of our members, employees, facilities, or proprietary information at any time.

Employees are also prohibited from taking photographs or copying for their own use confidential business documents not related to employee wages or working conditions at any time. Excessive use of personal devices during the workday can interfere with employee productivity and can distract others. Please limit your use of such devices to break periods or emergencies.

### **Internet Usage Restrictions**

Employees may not send, receive, download, upload, or copy software or other copyrighted or otherwise legally protected information through Company systems (including email or the internet) without prior authorization. Employee use of the internet while at work must comply with our Acceptable Use Policy. Otherwise, please limit personal internet use to meal and break periods. Use of the internet during work hours that is not related to your job duties may result in disciplinary action, up to and including termination of employment.

Employees may not use the Company's internet in any manner (including downloading or viewing sexually explicit or derogatory materials) that violate other guidelines in the handbook including Equal Employment Opportunity; Prohibition Against Unlawful Discrimination, Harassment, and Retaliation; or any other Company guideline or practice, including engaging in gambling or day trading during the workday.

Employees with questions about using the internet at work should review the Acceptable Use Policy or contact Human Resources.

## Social Media

GreenState respects the rights of all employees to use social media. Social media can be a fun and rewarding way to connect with family, friends, and co-workers; however, its use also presents certain risks and carries certain responsibilities with it.

You may think that when you're at home, on your own time, you're making a comment online only to family or friends. But, as countless examples have shown, that may not be true. Other people – like competitors, prospects, and colleagues – may also see what you post since material can be forwarded or the privacy settings on sites may change.

**General Guidelines:** To assist you in making responsible decisions about your personal use of lawful social media, we have established the following guidelines for appropriate use of social media as it relates to GreenState. Social media includes all means of communicating or posting information or content of any sort on the internet. This includes your own or someone else's blog, wiki or personal website, social media platforms such as Facebook, X, Instagram, Snapchat, YouTube, TikTok and LinkedIn, online forums or chat rooms, and apps, whether or not associated or affiliated with GreenState, as well as any other form of electronic communications. The lack of explicit reference to a specific site or social media platform does not limit the application of this policy.

This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

**Know and Follow the Rules.** Carefully read these guidelines and our Confidential Information, Equal Employment Opportunity, and Acceptable Use Policy, along with our policy Against Unlawful Discrimination, Harassment, and Retaliation, and ensure your postings are consistent.

Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including immediate termination. Likewise, postings demonstrating a clear violation of GreenState practices and procedures (such as not working during work time or demonstrating intentional dishonesty) may also subject you to disciplinary action, up to and including immediate termination.

**Be Thoughtful.** Always be fair and courteous to fellow co-workers, members, vendors, suppliers or third parties who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by using our Problem-Solving Procedure, rather than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, do not use statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages members, co-workers, vendors, suppliers or third parties that work on behalf of the Company or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis

of race, age, sex, gender, national origin, color, disability, religion or any other status protected by federal, state, or local law.

**Be Honest and Accurate.** Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the internet archives almost everything, therefore, even deleted postings can be searched. The internet is immediate – nothing that is posted ever truly expires. Never post any information or rumors that you know to be false.

**Public and Private Accounts.** Remember that posts made on public-facing accounts, can also be viewed by GreenState and our members. Avoid posts on public accounts that you would not want third parties (such as GreenState, members, colleagues, and competitors) to see. Use privacy settings when appropriate. Be mindful that posts can often be forwarded, downloaded, or screen-shotted, and that from time to time, privacy settings may change. Know that the internet archives almost everything, therefore, even deleted postings can be searched. The internet is immediate – nothing posted ever truly expires. Never post information or rumors that you know to be false.

**Maintain Confidentiality.** Follow GreenState's data protection practices. Maintain the confidentiality of GreenState's trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports or other internal business-related confidential communications.

**Properly Identify Yourself.** Do not create a link from your blog, website, or other social networking site to GreenState's website without identifying yourself as an employee.

### ***Use of Social Media***

Authorized employees may engage in social media activity during work time provided that such activity is directly related to their work and does not interfere with their or their co-workers' work. In the event of comments posted by members or non-members regarding GreenState, all such comments will be addressed proactively and timely.

Authorized employees, typically in our Marketing or Communications Department, will evaluate any negative information posted on social media regarding GreenState, and make the final determination as to how to respond. Authorized responses are limited to posting positive information about GreenState or answering questions with factual, unbiased information. GreenState has an interest in public statements and other public content that refers to GreenState itself, their respective employees, officers, directors and members.

It is important to recognize that employee use of social media websites may unintentionally or inadvertently create risks for GreenState. These risks include but are not limited to, accusations of harassment, discrimination and employment-related defamation. Therefore, employees' personal off-duty use of social media should be governed as follows:

- Unless specified in a job description and/or with the express approval of authorized GreenState representatives, you are not authorized to speak or act on behalf of GreenState.

- Note that if you identify yourself as an employee of GreenState, you may be viewed as a representative of GreenState. Therefore, do not publicly post items that are derogatory, defamatory, harassing, or otherwise inappropriate, where such postings could be viewed as a negative reflection on GreenState.
- A disclaimer should be used when generating content that deals with GreenState or individuals associated with GreenState. A disclaimer such as, "The following comments are my own. They are not made on behalf of the credit union and are not intended to represent the credit union's positions, strategies, or opinions."
- Identify yourself as an employee of GreenState if you endorse its products through your personal social media communications. This is a legal requirement.
- If your employment terminates with GreenState, modify all references to your employment status on all social media websites.
- Maintain a professional presence; you are responsible for all content posted on your publicly accessible social media page(s) where you could be identified as an employee of GreenState.
- Employees are required to comply with the law regarding copyright or plagiarism when it pertains to postings related to GreenState, its vendors, or any other entity the employee may have contact with while employed at GreenState.
- Private or confidential information about GreenState should not be disclosed. Ensure common sense is exercised and strictly follow GreenState's practices on preserving confidential information.
- You are not obligated to join a co-worker's network or to "friend" a co-worker; it is your right to choose how you will engage via social media.

Remember that GreenState has the right to read what you write or say and determine if it meets the professional standards of the Company or otherwise damages its reputation. Written or stated comments harmful or damaging to GreenState, its employees, members, etc., may result in disciplinary action and may lead to termination.

If you are asked by a co-worker or former co-worker of GreenState to give a personal reference, you must use a disclaimer such as, "The following comments are my own, not made on behalf of GreenState and are not intended to represent the GreenState's positions, strategies, or opinions." Please refer any reference requests to Human Resources.

Any communication that references or could reflect on GreenState must comply with the practices, standards, rules and other expectations set in this Handbook.

Employees are prohibited from disclosing information related to GreenState or any of its employees, directors, vendors, or members. Employees are also prohibited from disclosing any information that could identify another employee, director, vendor or member without that individual's prior authorization.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow co-workers or otherwise adversely affects members, vendors, suppliers, or third parties who work on behalf of GreenState or its business interests, may result in disciplinary action, up to and including immediate termination.

## ***Authorization***

You are not authorized to speak on behalf of GreenState without express consent from Marketing. Express only your personal opinions. Never represent yourself as a spokesperson for GreenState.

Submit advertisements for services (written or verbal) to the Marketing Department for approval. Advertisements you wish to post on social media must be sent to the Marketing Department via the Marketing Ticketing System at least three business days before posting to ensure any necessary regulatory disclosures are present. Non-English content must include an English translation to allow for review of any terms that trigger the need for regulatory disclosures. Employees are allowed to re-post/share posts from any of the official GreenState pages without submitting the content to Marketing.

## ***Social Media Use During Working Hours***

Employees must not use social media during working hours unless it is work-related, approved by management and complies with our Acceptable Use Policy. Otherwise, please limit social media use to meal and break periods. Use of social media during work hours that is not related to your job duties or sponsored activities may result in disciplinary action, up to and including termination from employment.

Employees with questions about social media use or GreenState's Social Media Policy should contact Human Resources.

## ***Contact With Governmental Agencies***

Contact With Governmental Agencies - Employees who are contacted by a governmental agency representative, including a process server, may not answer questions on behalf of GreenState. Employees must refer the government representative, along with any legal communication received (e.g.: preservation letters, written notices from opposing counsel, prelitigation demands, and agreements with opposing parties and counsel) to GreenState's Chief Legal Officer. Any served/mailed document or paper must immediately be submitted to GreenState Legal.

The purpose of this policy is to ensure that GreenState management receives important legal information as soon as possible, allowing the Company to fulfill its legal and regulatory obligations efficiently. This policy is not intended to restrict employees from cooperating with government investigations or exercising any individual rights provided by law.

## Protecting People and Property

### **Safety**

The health and well-being of all employees is a top priority. Employees must follow common-sense safety practices and adhere to GreenState safety practices, OSHA safety requirements, federal and state health and safety laws, and insurance company requirements. Failure to comply with safety regulations may result in disciplinary action, up to and including immediate termination.

**Reporting Unsafe Conditions and Emergencies** Employees are required to correct or report any unsafe conditions, defective equipment, or malfunctioning tools to their manager, and cooperate with GreenState to maintain safe working conditions. Employees must report all work-related injuries or illnesses, no matter how minor, and emergency situations to management as soon as reasonably possible.

Basic safety rules include:

- Do not remove guards or other safety devices unless performing proper maintenance and repair – never operate equipment without required grounding.
- Promptly report hazardous conditions, broken equipment, or unsafe practices to management.
- Wear a seat belt when operating or riding in a GreenState vehicle.
- Use personal protective equipment (PPE) as required.
- Immediately report all accidents to management.
- Refrain from horseplay and practical jokes, as they can cause injuries and workplace hazards.

**Public Health Emergency** In the event of a public health emergency, GreenState may modify or suspend safety practices in accordance with applicable laws and guidance from local health authorities. GreenState will provide separate notifications for any new safety-related practices, programs, or plans.

**Retaliation Protections** GreenState will not retaliate or discriminate against employees for reporting safety concerns or reporting violations of health and safety laws.

### **Inspection of Work Area**

Employees are permitted to bring personal items – such as bags, purses, briefcases, lunch boxes, and other belongings -- onto GreenState property under the condition that such items may be inspected by GreenState upon request. GreenState reserves the right to conduct searches without advance notice, including desks, cabinets, toolboxes, vehicles brought onto GreenState property, or any other personal or GreenState property located on GreenState premises or in GreenState vehicles. Failure to cooperate with an inspection may result in disciplinary action, up to and including immediate termination.



To ensure the safe and well-maintained infrastructure of GreenState buildings, we have established specific requirements for the types of appliances that can be used. The primary goal is to prevent system failures and fires while maintaining clear responsibilities for budgeting, maintenance, and replacements. Using electrical appliances not designed for commercial use can pose safety hazards, cause business interruptions, and damage office equipment or property.

Employees are not permitted to bring personal household appliances, such as space heaters or pizza ovens, to work unless they receive approval from Facilities. A comprehensive list of prohibited appliances is available in the Knowledge Base, GreenState's online information hub. If an unapproved appliance is discovered, it will be immediately removed by Facilities or the branch manager and can be retrieved by following the steps on Knowledge Base. The employee responsible for bringing the item may be subject to disciplinary action, up to and including termination.

Maintaining a safe work environment is a collective responsibility. We ask all employees to contribute to workplace safety. If you have concerns about the safety of any item, please contact Facilities.

### ***Protection of Personal Information***

GreenState is committed to safeguarding employees' and applicants' Social Security Numbers (SSNs) and other confidential personal information. No employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with GreenState practices. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited, except where required by law. Internal access is restricted to employees with a legitimate business need.

### **Prohibited Uses**

Except where permitted by law, GreenState will not:

- Publicly display more than four (4) sequential digits of an employee's SSN.
- Use SSNs as the primary account number.
- Print SSN transmission to access an internet site, computer system, or network unless the connection is secure and encrypted, or a password/PIN is required.
- Mail documents displaying more than four (4) sequential digits of an employee's SSN unless:
  - Required for HIPAA, the Michigan Insurance Code or federal Financial Services Modernization Act compliance.
  - Mandated by state or federal regulations.
  - The document is sent as part of an application or enrollment process initiated by the employee.
  - Part of an application or enrollment process initiated by the employee.
  - Necessary to establish, confirm, amend, or terminate accounts, contracts, practices, or benefits.
  - Mailed at the request of the individual or their legal guardian.



**Authorized Actions** It is not a violation to use more than four (4) sequential digits of an SSN for administrative purposes in the ordinary course of business including,

- Verifying identity.
- Investigating claims, credit, criminal, or driving history.
- Detecting, preventing or deterring identity theft or crimes.
- Lawfully pursuing or enforcing GreenState's legal rights.
- Providing or administering employee benefits, health insurance, membership benefits, or investment ownership.

**Limited Access** Access to documents containing SSNs is restricted to employees with a legitimate business or medical need. Employees who improperly come into contact with SSN-related information must report it to management immediately. Failure to report may result in disciplinary action, up to and including immediate termination. Employees unsure about SSN access should contact Human Resources.

**Proper Disposal** Employees, agents, and vendors GreenState who handle SSN-containing documents must:

- Shred paper documents or place them in a locked disposal bin, for regular shredding.
- Delete electronic SSN records promptly when discarding them.
- Ensure SSNs are irretrievable before disposing of electronic equipment containing SSN data.

**Penalties and Legal Compliance** Employees who violate privacy provisions may result in disciplinary action, up to and including immediate termination, at GreenState's sole discretion. If this conflicts with state law, the state law will supersede this. This does not prohibit employees from discussing their wages or terms of employment with each other or with third parties.

### ***Parking Lots and Roadways***

Employees must park their vehicles in designated employee parking areas. Parking is prohibited in visitor parking spaces, handicap spaces (without a valid permit), non-parking zones, and unauthorized areas. Employees who park in restricted areas may be subject to disciplinary action and vehicle towing. For parking-related questions, employees should contact Facilities or the Branch Manager.

GreenState roadways and parking lots are an extension of GreenState property and are subject to all GreenState workplace and safety practices. Employees must follow all GreenState regulations while on GreenState roadways and parking areas.

### ***Reporting Accidents and Hazards***

All accidents and injuries – regardless of severity – must be reported as soon as reasonably possible, including minor incidents, accidents involving members, and accidents involving third parties on GreenState premises. Employees must immediately report any unsafe conditions, defective tools or equipment, or other hazards. Reports should be directed to the Facilities representative or management. Employees are expected to actively support workplace safety efforts.

## Severe Weather, Unforeseen Circumstances, and GreenState Closures

**Reporting to Work During Severe Weather** Employees should make every reasonable effort to report to work during severe weather, unless personal safety or the safety of family members is at risk. If unable to report to work, employees must follow normal call-in procedures. Non-exempt employees will not be paid for absences due to severe weather if GreenState remains open but may elect to use available FTO/FTU.

**Closures Due to Extreme Weather or Natural Disasters** In rare cases, extreme weather or natural disasters may result in a GreenState closure. GreenState will attempt to notify employees using email, voicemail, text messages, or personal phone calls. If GreenState closes, employees may be required to work remotely depending on their position. If the weather makes it unsafe to leave the office (e.g., a tornado warning), employees must follow their location's weather preparedness plan.

**Temporary Closures Due to Unforeseen Circumstances** If a location temporarily closes due to unforeseen circumstances (e.g., water main break, fire damage), employees may be reassigned to another location, required to work remotely, or sent home, based on GreenState's sole discretion.

**Compensation During Temporary Closures** For GreenState-directed temporary closures, employees will not be required to use FTO/FTU. Instead, the following rules apply:

1. **Regular, Full-Time Employees Unable to Work Remotely** Will be compensated for the time they were scheduled to work. For example: if a full-time, non-exempt employee is scheduled to work until 5:00 PM, but GreenState closes at 3:00 PM, the employee will still receive pay for the remaining two (2) hours. If GreenState closes for an entire day, a full-time, non-exempt employee will receive a full eight (8) hours of pay. Exempt employees will continue receiving their normal salary.
2. **Regular, Full-Time Employees Able to Work Remotely** Will be required to work remotely if possible. Non-exempt employees will be paid for actual time worked remotely. Exempt employees will continue receiving their normal salary.
3. **Other Non-Exempt Employees (Regular and Temporary, Including Part-Time)** Will be paid only for actual time worked, including remote work. Exempt employees will continue receiving their normal salary, in accordance with wage and hour laws.

Any exceptions to this may only be made by management. Employees with questions about remote work or compensation should consult their manager.

This is only applicable to temporary closures of short duration and does not apply to extended closures. GreenState may terminate or modify this at any time based on business or financial considerations.

## **Use of GreenState Property and Equipment**

Employees are expected to learn and follow all operating instructions, perform preventive maintenance, where applicable, and observe all safety practices when using GreenState property and equipment.

If unsure about the proper operations or maintenance, employees should consult management. Any damaged, defective, unsafe, or malfunctioning equipment must be reported promptly to management.

Employees may face disciplinary action, up to and including termination, if they cause damage or fail to timely report damage or loss to GreenState property and equipment, engage in carelessness, negligence, improper use, or unsafe practices leading to damage or loss. In applicable cases, employees may be required to reimburse GreenState for damages incurred.

### **Keys**

Employees requiring keys for office access, locked cabinets, secured storage, or equipment will receive them from their manager. Keys must be safeguarded at all times. Keys must be returned immediately upon the end of employment.

Employees must not make duplicate keys or lend assigned keys to others for any reason. If a key is lost, employees must notify management immediately. Employees may be held responsible for covering replacement costs, if applicable.

### ***Third-Party Trespass, Solicitation, and Distribution***

Only third parties who have been invited to enter GreenState premises for authorized business purposes are permitted on-site. All other unauthorized third parties will be considered trespassers and may be subject to removal.

Additionally, non-employees are strictly prohibited from soliciting on or distributing materials on GreenState premises.

### ***Vehicle and Driving Requirements***

These requirements apply to employees who operate a GreenState-provided vehicle (including leased and rented vehicles) or drive a personal vehicle while performing work duties for GreenState. Failure to comply may result in disciplinary action, up to and including immediate termination.

### **Reporting Incidents**

If you are involved in a traffic accident while operating a Company vehicle, you are required to call 911 and report the accident to the local authorities. Employees must also report incidents to the Company within forty-eight (48) hours of occurrence – failure to do so may result in disciplinary action. An incident includes citations, D.U.I./ D.W.I. violations, and traffic violations or accidents (on or off duty).

### **Citations and Violations**

Employees are responsible for paying fines or penalties incurred while operating a GreenState vehicle or personal vehicle for work. All violations must be reported immediately to management – failure to report may result in disciplinary action.

### **Authorization and Usage Rules**

Only authorized employees may use GreenState-provided vehicles. GreenState vehicles may only be used for business purposes and commuting to/from work.

### ***Safety and Compliance Rules***

#### **Damage Reporting**

Employees must immediately report any damage to a GreenState vehicle while under their charge. Employees may be held responsible for repair costs at GreenState's discretion.

#### **Drugs and Alcohol Prohibition**

Alcohol consumption, intoxication, or any violation of our Drug and Alcohol practices is prohibited in any vehicle while conducting GreenState business.

#### **Seatbelt Requirement**

All employees must wear seatbelts while driving or riding in a vehicle at all times while conducting GreenState business. GreenState encourages employees to wear seatbelts at all times.

#### **Cell Phones and Distracted Driving**

Texting, emailing, or using handheld devices while driving is prohibited. Employees may use hands-free cell phones or other hands-free devices while driving, provided that such use does not impair safe operation of the vehicle. If a hands-free device requires visual, manual, or cognitive attention beyond safe driving, employees should not engage in that activity while operating a vehicle. Employees must comply with all applicable distracted driving laws and company safety policies.

#### **Unacceptable Driving Records**

Employees may not be permitted to drive if they have: Accidents or citations (including D.U.I./D.W.I. violations, even off duty) or loss of insurability. An unacceptable driving record may result in disciplinary action, up to and including immediate termination.

#### **Driver's License and Insurance**

Employees must have a valid driver's license for the state of residence. Any suspension or revocation must be reported to Human Resources within twenty-four (24) hours. Employees must be properly insured – any lapse in insurance must be reported within twenty-four (24) hours.

#### **Motor Vehicle Record (MVR) Checks**

GreenState may conduct periodic MVR checks for employees who drive as part of their job. Additional details regarding MVR checks will be provided separately.

## ***GreenState Vehicle Use and Maintenance***

Only authorized passengers may be transported in GreenState vehicles. Employees assigned to a GreenState vehicle must ensure proper and timely maintenance.

## **Workplace Safety and Security**

GreenState is committed to providing a safe and secure workplace for employees, members, and business associates. GreenState will not tolerate acts or threats of violence, stalking, or property damage (including brandishing or threatening violence with a weapon).

**Reporting Emergency Situations** Employees should immediately report imminent threats, violent incidents, or other dangerous emergencies by calling emergency services (911). If calling from a GreenState work phone, dial 9 + 911.

## ***Violence Prevention and Consequences***

**On GreenState Premises** Employees who commit or threaten violence, stalk others, or damage property on GreenState premises – including roadways and parking lots – may face immediate termination.

**Off GreenState Premises** Employees engaged in GreenState business off-site who commit or threaten violence will face immediate termination. Even when off-duty, employees stalking or threatening violence may face immediate termination.

**Reporting Work-Related Security Concerns** Employees should immediately notify the Safety and Security Officer, management, or local emergency services (911). Reports will be thoroughly investigated, with confidentiality protected as much as possible. Appropriate actions will be taken to ensure workplace safety.

**Reporting Personal Security Risks** Employees should report personal security concerns that may affect workplace safety, including:

- Incidents or threats of domestic violence where the aggressor could seek out the employee at work.
- Threatening or harassing calls, emails or other communications.
- Unwanted pursuit or threats by an outside party near the workplace.
- Protective/ restraining orders that name the workplace as a prohibited area of contact.

**Support and Protection Against Retaliation** Employees facing violent or high-risk situations are encouraged to seek confidential counseling through GreenState's Employee Assistance Program (EAP) program at 1-800-327-4692.

GreenState prohibits discrimination or retaliation against employees subjected to domestic violence, stalking, or other legally protected categories.

## ***Workplace Bullying Prevention***

GreenState is committed to maintain a workplace free of abusive conduct. To prevent workplace violence before it begins, GreenState reserves the right –at its sole discretion – to terminate, discharge, otherwise address employees whose behavior suggests a propensity toward violence, even before any violent act occurs.

**Recognizing Abusive Conduct** Abusive conduct includes acts or omissions that create an abusive work environment, including:

- Repeated verbal abuse, such as derogatory remarks, insults, or epithets.
- Threatening, intimidating, or humiliating verbal, nonverbal, or physical behavior.
- Sabotaging or undermining an employee’s work performance.

Abusive conduct does not include:

- Disciplinary procedures outlined in GreenState Employee Handbook.
- Routine coaching, counseling, or reasonable work assignments.
- Individual differences in personal expression.
- Loud or passionate expression without intent to harm.
- An employee’s lawful exercise of Section 7 rights under the Nation Labor Relations Act.

## **Responsibilities**

Management must ensure a safe work environment by fostering appropriate workplace behaviors, implementing preventative measures to discourage abusive behavior, and respond appropriately and promptly to reported violations. Employees must avoid engaging in threatening, violent, or intimidating behavior, cooperate with preventative measures implemented by management, and recognize that abusive conduct may result disciplinary action.

## **Reporting Abuse, Violence, or Threats**

Employees must immediately report direct or indirect threats of violence; acts of violence, intimidation, or verbal abuse; threats made by customers, vendors, solicitors, or the public; and suspicious individuals or activities in the workplace.

## **Complaint and Investigation Process**

Employees should be as detailed as possible when reporting incidents to management or Human Resources. Managers must report violations to Human Resources.

Employees should prioritize their personal safety and avoid putting themselves in physical danger. However, when a disturbance such as bullying occurs, they are expected to take appropriate and safe actions to intervene. This can include verbally addressing the behavior, supporting the targeted individual, or promptly reporting the incident to Management or Human Resources. Interventions should be conducted in a way that minimizes risk to the employee while still helping to de-escalate the situation and uphold a respectful workplace environment.

## **Investigation Process**

- GreenState will conduct investigations thoroughly, objectively, and with sensitivity.
- Confidentiality will be maintained to the extent.
- Employees must fully cooperate during investigations.

- All available evidence will be reviewed and documented.

Employees who engage in abusive behavior or encourage such conduct, may be subject to disciplinary action, up to and including immediate termination. Managers who fail to take action upon learning of abusive conduct, may also be subject to disciplinary action, up to and including immediate termination.

GreenState will maintain confidentiality throughout investigations, except where disclosure is required by law.

### **False Allegations and Retaliation Protections**

While employees are encouraged to report violations, GreenState acknowledges that malicious false allegations can harm innocent individuals. Employees who intentionally make false claims may be subject to disciplinary action, up to and including immediate termination.

### **Protection Against Retaliation**

Employees may report abusive conduct without fear of retaliation. Retaliation includes reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an employee exercising their rights under this. Any person engaging in retaliation may be subject to disciplinary action, up to and including immediate termination.

### ***Firearms***

GreenState prohibits employees and all other individuals, except law enforcement and authorized security personnel, from possessing firearms on GreenState property, including in all working areas and inside Company buildings, and while performing work-related duties. Where applicable law permits individuals to keep a firearm in their personal vehicle in the Company parking lot, any such firearm must remain out of sight and secured in a locked, enclosed compartment or area of the vehicle. Employees remain responsible for complying with all applicable firearm laws and may be subject to discipline, up to and including immediate termination, for any violation of this policy.

### ***Workplace Chemicals and Hazard Communication Program***

GreenState maintains a Hazard Communication Program aligned with the Globally Harmonized System (GHS) for Classification and Labeling of Chemicals. The program includes:

- Lists of hazardous chemicals.
- Safety Data Sheets (SDS) for each chemical, outlining safe handling procedures.
- A written description of our program.

### **Safety Training and Chemical Handling**

Employees receive training before working with or being exposed to hazardous chemicals as defined by Occupational Safety and Health Administration (OSHA) regulations. Always review container labels and consult the SDS before handling chemicals. Discuss any unusual or non-routine chemical tasks with management to assess potential hazards. Report immediately chemical containers are leaking or unlabeled, or unsure how to dispose of a chemical safely. Purchasing and Storing Chemicals Obtain a copy of the SDS for any new chemical and provide it



to management before use. Copies of our Hazard Communication materials can be obtained from Facilities.

### ***Weapons and Dangerous Instrumentalities***

Except where explicitly stated in this Handbook, the possession of explosives, weapons (other than firearms), or dangerous instrumentalities is strictly prohibited on GreenState property, in GreenState vehicles, and while performing work-related duties.

Employees must not possess explosives, weapons, or dangerous items including on their person, in their vehicle or GreenState-assigned vehicle, or inside bags, packages, purses, briefcases, desks, toolboxes, lockers, or other property under their control while performing work-related duties.

GreenState retains the right to determine the scope of this and enforce restrictions accordingly. Any violation of this may result in disciplinary action, up to and including immediate termination. Employees with questions regarding this should consult Human Resources.

### ***Active Threat Emergency Response***

Active threat incidents and extreme workplace violence are unpredictable and escalate quickly. Employees play an essential role in mitigating risks.

Since these incidents often conclude before law enforcement arrives, individuals must be mentally and physically prepared to protect themselves. The following general principles apply to all active threat situations:

### ***Preparedness and Response Actions***

#### **Know**

- Identify escape routes in your workspace.
- Know where exits, phones, and potential hiding places are located.

#### **Run**

- If possible, evacuate immediately, even if others hesitate.
- Leave belongings behind, except essential items (e.g., cell phone, keys).
- Consider windows as alternative escape paths.

#### **Hide**

- If evacuation is not possible, find a secure hiding place.
- Choose a locked or barricaded location, away from doors.
- Turn off lights, stay quiet, and silence electronic devices.
- If a safe hiding isn't available, position yourself in a location with movement options.



## Call

- Call emergency services (911) when safe to do so.
- Provide key details:
  - Last known location of the threat.
  - Physical description of the suspect(s).
  - Number and type of weapons.
  - Potential victim count.
- If you cannot speak, leave the line open so dispatchers can listen and track the location.

## Fight (Last resort only)

- Engage physically only when your life is in imminent danger.
- Consider methods to disrupt or incapacitate the attacker.

**Law Enforcement and Post-Incident Steps:** Remain calm and follow instructions upon their arrival. Avoid speaking to the media. Instead, please refer media inquiries to GreenState's Chief Marketing Officer.

GreenState prioritizes the health and well-being of its employees and members. As soon as practicable, GreenState will develop a personal items recovery plan and communicate next steps, available resources, and business continuity processes to all affected individuals.

## Other Business Practices

### ***Personal Appearance***

As representatives of GreenState, employees must maintain a professional image when interacting with members, vendors, and the public. A neat, well-groomed appearance and a courteous disposition contribute to a positive impression and reflect GreenState's values.

**Identification and Name Tags:** When working onsite, employees must carry a photo identification badge/lanyard and wear a name tag at all times. GreenState badges must be clearly visible and worn on the front of the body, unobstructed by clothing or objects. Lost or stolen badges must be reported to Security. Lost or stolen name tags must be reported to Human Resources, employees may be charged a replacement fee, where allowed by law.

### ***Acceptable Dress Code***

**Business Casual Attire** (for interactions with members, vendors, and business partners)

- Pressed collared dress shirts/polos (no popped collars, belts recommended)
- Sweaters and pullovers
- Pressed khakis, slacks, skirts or dresses
- Clean well-maintained dress or semi-formal/casual shoes (no athletic shoes; leather and canvas are acceptable, neutral shades preferred)
- FRIDAYS AND SATURDAYS ONLY
  - Jeans are acceptable (any wash but must not be ripped, torn, or excessively embellished).
  - Jeans must be paired with a GreenState-logoed shirt or sweater.
  - Tennis shoes are acceptable in good condition.

**Casual Dress (Non-Public Facing Roles)** Employees not working directly with members, vendors, or the business community may dress more casually but must still maintain professionalism.

- Remote employees must remain "camera ready", ensuring hygiene and cleanliness.
- T-shirts should not have large logos, wording, pictures, or slogans, except for GreenState-branded apparel.

### **Uniformed Employees**

- Maintenance employees are provided with GreenState uniforms and must keep them neat and clean at all times. Employees assigned uniforms must wear them at all times while on duty.

## Unacceptable Dress Code

Employees must avoid extreme or inappropriate attire, including:

- Flashy, skimpy, or revealing clothing.
- Shorts, miniskirts or dresses (shorter than three (3") inches above the knee).
- Sweatpants, athleisure/lounge wear, yoga pants, leggings (unless covered appropriately).
- Jerseys, crop tops, cut-off sleeves, halter tops, spaghetti strap tops, or backless tops (unless layered with a jacket or sweater).
- See-through clothing or garments with holes.
- Clothing that exposes undergarments, chest, midriff, back, stomach, or backside.
- Tennis shoes and flip-flop sandals (except where permitted).
- Unlaundered, unpressed, and not well-fitted – not too tight or excessively baggy.

GreenState retains sole discretion in determining whether clothing meets personal appearance requirements.

## Hygiene, Piercings, and Tattoos

- Employees must maintain high standards of hygiene and cleanliness.
- Visible tattoos that violate GreenState practices (e.g., unlawful discrimination and harassment) must be covered while performing work related duties.
- Piercings should be discreet – large or distracting piercings are not permitted.

**No Gum Chewing** Employees must not chew gum during working hours when serving members, engaging with vendors, or interacting with the public.

**Exceptions and Accommodations** Exceptions to the dress code may be granted for religious, ethnic, cultural, or health-related reasons; as well as for special events such as fundraisers. Please contact Human Resources if you believe an accommodation is needed as an exception to our dress code.

**Discipline and Compliance** Employees must adhere to our Personal Appearance policy at all times while at work. Employees who report to work in unacceptable attire may be sent home to change. Non-exempt employees will be unpaid for time away from work to correct their appearance. Violations may result in disciplinary action, up to and including immediate termination.

This policy will be interpreted and enforced in accordance with applicable laws. Employees will be not prohibited from legally protected dress and appearance under applicable labor laws.

## Work Area Appearance

Employees must maintain a neat, professional, and organized work environment. Each employee is responsible for keeping their individual workspace clean and orderly. All employees are expected to contribute to the upkeep of common areas.

## Personal Relationships

### ***Employment of Relatives***

GreenState allows the employment of immediate family members (spouse, children, parents, siblings) of current employees, provided there is no conflict of interest. However, management will make final hiring decisions regarding family members. Family members cannot supervise one another.

Restrictions for Board Members and Relatives: Immediate relatives of current board members are not eligible for employment. If a current employee's immediate relative is nominated and elected to the Board of Directors, the employee must resign from their position.

### ***Workplace Dating***

Employees who are involved in a romantic or sexual relationship with another employee, or have a relationship with another employee that may create a conflict of interest or affect workplace dynamics, must voluntarily disclose the relationship to Human Resources (HR). This reporting allows the company to assess and manage any potential conflicts, maintain a professional work environment, and ensure that workplace performance and fairness are not adversely affected. All reports and disclosures will be handled with the utmost confidentiality to protect the privacy of those involved.

Failure to disclose relationships as required may result in appropriate corrective action, including reassignment or other measures to mitigate conflicts of interest.

**Conflict of Interest and GreenState Intervention** If a romantic or sexual relationship is determined to pose a conflict of interest, GreenState will discuss concerns involved employees, implement remedial measures, such as reassignment to another position, and if no suitable position is available, one of the employees will have thirty (30) days to resign or may face immediate termination.

**Relationships with Members, Vendors, and Third Parties** Employees must report any romantic or sexual relationships with members, vendors or third parties with whom GreenState conducts business. GreenState will take remedial action where necessary.

**Managerial Restrictions** Managers are strictly prohibited from dating or engaging in similar relationships with non-management employees within their sphere of responsibility. A manager in violation of this will be subject to immediate termination.

Employees who fail to report violations of this may be subject to disciplinary action, up to and including immediate termination.

## ***Personal Phone Calls and Personal Visits***

**Phone and Personal Cell Phone Device Usage** Business phone lines must remain available for member calls – personal calls should be avoided except during breaks or for emergencies.

Excessive use of personal cell phones during the workday can interfere with employee productivity and can be distracting to others. Employees must limit personal calls, texts, emails, and internet usage throughout the workday to maintain focus, efficiency, and customer service.

Personal cell phone use should be restricted to non-working time (e.g., meal and break periods) or emergencies. Limited personal use is allowed when not assisting a member but may be monitored. All personal cell phones must be set to silent/vibrate mode. GreenState will not be liable for the loss of personal devices brought into the workplace.

**Visitors** All visitors must follow Company rules while on GreenState property. Any visitor who refuses to comply may be denied future entry. Visits from friends or relatives during work hours are strongly discouraged, as they may disrupt operations.

## ***Tobacco and Smoke Free Workplace***

The use of tobacco and smoking in any form is strictly prohibited on GreenState property. This also applies to electronic cigarettes (e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes, and “vaping”).

Managers may restrict or curtail smoking privileges if an employee excessively spends time smoking during the workday.

**Scope of Prohibition** Smoking and tobacco use are prohibited in all GreenState-owned, leased, rented or rented buildings and areas; grounds, parking lots, ramps, plazas, and contiguous sidewalks; GreenState-owned or leased vehicles; employee, contractor, vendor, or visitor vehicles while on GreenState property.

**Compliance Requirement** This applies to all individuals on GreenState premises, including employees, members, Board members, visitors, vendors, contract workers, and volunteers.

All individuals must comply with this policy while on GreenState grounds or within GreenState facilities.

## End of Employment Procedures

### *If You Must Leave Us*

Should any employee decide to leave GreenState, thoughtfulness is appreciated in the notice given. **Employees resigning from your position are requested to provide at least two (2) weeks' notice.**

Upon notice of resignation, employees will be asked to complete an exit interview to provide us with feedback regarding why they are leaving. All information gathered is confidential and documented for future reference. During the exit meeting, offboarding information will be provided to assist in the transition.

### *Returning GreenState Property*

All GreenState property (including keys, identification badges, equipment) must be returned immediately upon separation. Remote employees will receive prepaid shipping materials to return GreenState items. Upon receipt of shipping materials, employees have a grace period of ten (10) business days for GreenState to receive the returned equipment.

### *Updating Contact Information*

Employees must ensure their contact information is up to date before departure. Accurate contact details are necessary for receiving legally required notices and post-employment information. If updates are needed, employees should contact Human Resources.

## Conclusion

This Handbook outlines the opportunities, expectations, and responsibilities of being an employee at GreenState.

By following the guidance within this Handbook, employees can thrive in their roles and contribute to a positive and successful workplace.

We are excited to have you as part of our team and look forward to working with you!

## Addendums by State

These state addenda apply only to **GreenState** ("GreenState" or "Company") employees working in the specified states. If any Addendum provision conflicts with the Employee Handbook ("Handbook"), the applicable Addendum will take precedence.

Employees must read their state Addendum in conjunction with the Handbook, as together they provide guidance on GreenState practices, practices, and procedures.

Exempt employees may receive paid time off when necessary to comply with federal and state wage and hour laws. GreenState will follow all applicable state or local laws that grant additional leave rights.

Employees needing time away from work for any reason should consult Human Resources for guidance.

### **ALABAMA**

#### **ADOPTION PARITY RELATED TO PARENTAL LEAVE**

To the extent GreenState provides paid leave benefits to employees for the birth or care of a newborn, GreenState will provide equivalent paid leave benefits to adoptive parents for the care of a child placed with them for adoption. Any paid leave provided by GreenState (e.g., Paid Parental Leave, Paid Medical Leave, Paid Sick Leave, etc.) will run concurrent with leave. Likewise, leave provided under this will run concurrent with any other leave allowed by law, including the Federal Family and Medical Leave Act.

GreenState will not discriminate or retaliate against employees for requesting or using leave consistent with applicable law. Please see Human Resources if you have any questions.

### **ARIZONA**

#### **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time for vacation, sick leave, personal leave, or any other reason allowed by law, including but not limited to the following purposes:

1. To care for the employee's own mental or physical illness, injury or health condition, including an employee's need for medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
2. To care for the employee's family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
3. When GreenState is closed by order of a public official due to a public health emergency;
4. To care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

5. To care for the employee or employee's family member when it has been determined by health authorities that the employee or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or a family member has contracted the communicable disease; or
6. For an absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is for the employee or employee's family member to (a) seek medical attention to recover from physical or psychological injury or disability caused by domestic violence, abuse or stalking; (b) seek services from a domestic violence or sexual violence program or victim services organization; (c) obtain psychological or other counseling; (d) relocate or take steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) obtain legal services including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined (including but not limited to amount of time which may be taken consecutively at any given time).

GreenState may require documentation for leave lasting three (3) or more consecutive days, to support the need for leave. The Company will not require details related to domestic violence, sexual violence, abuse, or stalking or the details of the employee's or their family member's health information as a condition for providing leave under this policy. GreenState will maintain the confidentiality of information provided in connection with leave to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Further, leave taken consistent with our practices will not count against any absenteeism and will not result in discipline, discharge, demotion, suspension, or any other adverse action. Employees are prohibited from discriminating or retaliating against anyone requesting or using earned paid sick leave in accordance with this practice.

Please see the FTO/FTU practices in the Employee Handbook for additional information. Our FTO/FTU will be interpreted and enforced consistent with applicable law. To the extent it appears to be inconsistent with applicable law, applicable law will govern.

## **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or any other reason allowed by law, including but not limited to the following purposes:

1. To care for the employee's own mental or physical illness, injury or health condition, including an employee's need for medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
2. To care for the employee's family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;



3. When GreenState is closed by order of a public official due to a public health emergency;
4. To care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
5. To care for the employee or employee's family member when it has been determined by health authorities that the employee or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
6. For an absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is for the employee or employee's family member to (a) seek medical attention to recover from physical or psychological injury or disability caused by domestic violence, abuse or stalking; (b) seek services from a domestic violence or sexual violence program or victim services organization; (c) obtain psychological or other counseling; (d) relocate or take steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or (e) obtain legal services including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

GreenState may require documentation for leave lasting three (3) or more consecutive days, to support the need for leave. The Company will not require details related to domestic violence, sexual violence, abuse, or stalking or the details of the employee's or their family member's health information as a condition for providing leave under this policy. GreenState will maintain the confidentiality of information provided in connection with leave to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Further, leave taken consistent with our practices will not count against any absenteeism and will not result in discipline, discharge, demotion, suspension, or any other adverse action. Employees are prohibited from discriminating or retaliating against anyone requesting or using earned paid sick leave in accordance with this practice.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practices, we will comply with applicable law. Our paid sick leave will be interpreted and enforced consistent with applicable law. To the extent is or appears to be inconsistent with applicable law, applicable law will govern.

## **COLORADO**

### **LACTATION ACCOMMODATIONS**

The Company will not discriminate against employees who seeks to express breast milk for their nursing child. The Company will provide a reasonable amount of break time, for the employee to express breast milk for their nursing child for up to two (2) years after the child's birth. Break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run

concurrently with normally-scheduled rest periods, and such time generally will be unpaid in accordance with applicable law. The Company will make reasonable efforts to provide a room or other location (other than a toilet stall) in close proximity to the working area where the employee can express breast milk in private.

### **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Pursuant to our FTO in our Employee Handbook, eligible employees are provided an indeterminate amount of paid time off for vacation, personal leave, sick leave, and other reasons allowed by law. Please note that time under is not earned or accrued and does not have any cash value. Further, GreenState allows employees to use up to eighty (80) hours (full-time employees) and forty (40) hours (part-time employees) of such indeterminate FTO for unscheduled purposes per year (FTU).

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time away from work for sick leave, or any other reason allowed by law, including but not limited to:

1. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. Where the employee needs to care for a family member due to the family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. If the employee or the employee's family member is a victim of domestic abuse, sexual assault, or harassment, to obtain services from a victim services organization; to obtain mental health or other counseling; to relocate due to domestic abuse, sexual assault, or harassment; to obtain legal services, including preparation for any civil or criminal proceedings related to or resulting from the domestic abuse, sexual assault, harassment, or need to relocate;
4. When the employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
5. When GreenState is closed by order of a public official due to a public health emergency;
6. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
7. When the employee needs to evacuate their residence due to inclement weather, loss of power, loss of heat, loss of water, or other such unexpected events or to care for a family member whose school or place of care has been closed due to the occurrence of similar events.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time).

In the event of a public health emergency, GreenState may provide employees with additional paid leave benefits, consistent with applicable law (e.g., to self-isolate because the employee

has been diagnosed with a communicable illness that is the cause of the public health emergency, for the care of a family member who must self-isolate because of a communicable illness diagnosis that is the cause of a public health emergency, etc.) Additional information will be provided at that time.

Employees will not be required to make-up any such time or to find a replacement while on leave.

For leave of four (4) or more consecutive workdays, GreenState may require reasonable documentation supporting the need for leave. GreenState will not require disclosure of details relating to domestic violence, sexual assault or stalking or the details of an employee's or an employee's family member's health information as a condition of receiving leave. Any information obtained by GreenState will be maintained confidential, except to the extent disclosure is required by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately. If after consulting Human Resources, the employee still believes they were unlawfully denied leave for sick leave purposes, or is retaliated against for exercising their rights, the employee may file a complaint or bring civil action.

Please see the FTO/FTU in our Employee Handbook for additional information. Our FTO/FTU will be interpreted and enforced consistent with applicable law. To the extent is or appears to be inconsistent with applicable law, applicable law will govern.

### **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or any other reason allowed by law, including but not limited to:

1. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. Where the employee needs to care for a family member due to the family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. If the employee or the employee's family member is a victim of domestic abuse, sexual assault, or harassment, to obtain services from a victim services organization; to obtain mental health or other counseling; to relocate due to domestic abuse, sexual assault, or harassment; to obtain legal services, including preparation for any civil or criminal proceedings related to or resulting from the domestic abuse, sexual assault, harassment, or need to relocate;
4. When the employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
5. When GreenState is closed by order of a public official due to a public health emergency;

6. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
7. When the employee needs to evacuate their residence due to inclement weather, loss of power, loss of heat, loss of water, or other such unexpected events or to care for a family member whose school or place of care has been closed due to the occurrence of similar events.

In the event of a public health emergency, GreenState may provide employees with additional paid leave benefits, consistent with applicable law (e.g., to self-isolate because the employee has been diagnosed with a communicable illness that is the cause of the public health emergency, for the care of a family member who must self-isolate because of a communicable illness diagnosis that is the cause of a public health emergency, etc.) Additional information will be provided at that time.

For paid sick leave of four (4) or more consecutive workdays, GreenState may require reasonable documentation supporting the need for sick leave.

GreenState will not require disclosure of details relating to domestic violence, sexual assault or stalking or the details of an employee's or an employee's family member's health information as a condition of receiving paid sick leave. Any information obtained by GreenState will be maintained confidential, except to the extent disclosure is required by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately. If after consulting Human Resources, the employee still believes they were unlawfully denied paid sick leave or is retaliated against for exercising their rights, the employee may file a complaint or bring civil action.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practices, we will comply with applicable law. Our paid sick leave will be interpreted and enforced consistent with applicable law. To the extent is or appears to be inconsistent with applicable law, applicable law will govern.

## **NO DATING**

GreenState will not take adverse action against an individual simply because they are married to or plan to marry a co-worker. Exceptions may apply where: (1) one spouse directly or indirectly would exercise managerial, appointment, or dismissal authority or disciplinary action over the other spouse; (2) one spouse would audit, verify, receive, or be entrusted with monies received or handled by the other spouse; or (3) one spouse has access to GreenState's confidential information, including payroll and personnel records.

## **COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE BENEFIT**

GreenState provides paid family and medical leave benefits ("FAMLI") to eligible employees. FAMLI provides employees with a partial wage replacement, up to a maximum amount specified by law, based on a percentage of the employee's average weekly wage, when the employee is unable to work because of family, medical, parental, or certain personal needs arising out of specific circumstances.

FAMLI contributions are funded by both employers and employees. The premium is currently set at 0.9%, with GreenState contributing .45% to the State of Colorado and the remaining .45% paid by the employee. Effective 01/01/2026, the premium amount decreases to .88% of wages per employee.

### **Benefit Amount**

Eligible employees will receive up to twelve (12) weeks of FAMLI per 12-month Application Year; except, that eligible employees with serious health conditions related to pregnancy or childbirth complications may receive up to an additional four (4) weeks of leave per application year.

The "Application Year" is the 12-month period beginning the first day of the calendar week in which the employee's benefit start date occurs. The 12-month period is measured backward from the date the employee uses FAMLI. Under this "rolling" 12-month period, each time an employee takes FAMLI, the remaining leave entitlement is the balance which has not been used during the immediately preceding twelve (12) months.

### **Eligible Employees**

To be eligible for FAMLI, employees must have: (i) earned at least \$2,500 in wages, subject to premiums, during the employee's base period or alternative base period provided by law; (ii) requests leave for a qualifying reason listed below; and (iii) submit a completed application for benefits as required by law.

### **Plan Funding**

Benefit premiums are fully-funded through payroll taxes split between GreenState and the employee. Employee contributions are paid through regular payroll deductions as authorized by law.

### **Qualifying Reasons**

FAMLI can be used for leave necessary due to:

1. Care of a new child during the first year following birth, adoption, or foster care placement of that child;
2. Care of a family member with a serious health condition;
3. The employee's own serious health condition;

4. To handle certain qualifying exigencies arising out of the fact that your family member is on covered active duty or notice of an impending call or order to active duty in the armed forces;
5. Leave due to the employee or a family member's status as a victim of domestic violence, the victim of stalking or the victim of sexual assault or abuse ("Safe Leave") to: (a) seek a civil protection order to prevent domestic violence; (b) obtain medical care or mental health counseling for both themselves or their children to address physical or psychological injuries resulting from the act of domestic violence, stalking or sexual assault or abuse; (c) making their home secure from the perpetrator of the act of domestic violence, stalking or sexual assault or abuse, or seeking new housing to escape said perpetrator; or (d) seeking legal assistance to address issues arising from the act of domestic violence, stalking or sexual assault or abuse, or attending and preparing for court-related proceedings arising from said act or crime; or
6. Any other reason allowed by law.

**[Effective January 1, 2026:** An employee who takes time off under this policy to attend to the needs of their child being placed in a neonatal intensive care unit (NICU) may be granted an additional twelve (12) weeks of such leave, for a total of up to twenty-four (24) weeks of paid FAMLI leave.]

## Definitions

The following definitions apply herein:

- "Family Member" includes (i) regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or a person to whom the employee stood *in loco parentis* when the person was a minor; (ii) a biological, adoptive or foster parent, stepparent or legal guardian of an employee or employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child; (iii) a person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee; (iv) a grandparent, grandchild, or sibling (whether biological, foster, adoptive or step relationship to the employee or the employee's spouse or domestic partner; or (v) any other individual with whom the employee has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.
- "Qualifying Exigencies" includes but is not limited to providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of a military member.
- "Serious Health Condition" refers to an illness, injury, impairment, pregnancy, recovery from childbirth, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a healthcare provider.

## **Requesting and Scheduling Leave**

Where the need for leave is foreseeable, an employee must provide at least thirty (30) days' advance notice to GreenState of the need for leave. GreenState may request that notice include the anticipated start date, anticipated duration of leave, and the anticipated frequency of leave (if applicable). Where the need for leave is not foreseeable, or if providing thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable. To the extent possible, an employee must make reasonable efforts to schedule leave so as not to unduly disrupt business operations.

To request FAMLI benefits, the employee must also notify the Colorado Division of Family and Medical Leave Insurance. Applications may be submitted up to thirty (30) days after leave has begun. Employees will be required to provide documentation supporting the need for leave, as may be requested by the Division.

Employees applying for FAMLI will be required to disclose whether their serious health condition was caused by or otherwise related to a workplace injury or illness. An employee whose absence from work is caused by circumstances that would entitle them to workers' compensation benefits are not eligible to collect FAMLI benefits for the absence.

Similarly, an employee must notify the Division if they apply for or receive unemployment insurance benefits during a period of paid family and medical leave. If an employee is awarded continuous leave for a qualifying condition, the duration of leave is not impacted by subsequent employment. If leave is caused by circumstances that would entitle the employee to unemployment insurance benefits, the individual will not be entitled to FAMLI benefits. If an employee is awarded intermittent leave or reduced leave for a qualifying condition, and is subsequently terminated, the awarded leave is terminated at the time of unemployment, and the employee can apply for benefits upon re-employment.

## **Intermittent Leave**

An employee may take leave intermittently in increments of either one (1) hour or shorter periods (if doing so would be consistent with the increments GreenState typically uses to measure employee leave), except that benefits are not payable until the employee accumulates at least eight (8) hours of FAMLI benefits. An employee shall make a reasonable effort to schedule intermittent leave to not disrupt the operations of the Company.

## **Health Benefits**

GreenState will maintain any healthcare benefits the individual had prior to taking FAMLI for the duration of the leave, as if the employee had remained in employment continuously from the date the individual commenced leave. The employee must make arrangements to pay the employee's share of health plan premiums while on leave. An employee's failure to pay the employee share of the health coverage premium may result in an elimination of coverage after thirty (30) days. Use of FAMLI will not result in the loss of any employment benefit that accrued prior to the start of FAMLI.



## **Use of Paid Time Off**

An employee is not required to exhaust any accrued vacation leave, sick leave, or other paid time off prior to or while receiving FMLI benefits. However, upon approval by GreenState and where allowed by law, the employee may be able to use any accrued vacation leave, sick leave or other paid time off while receiving FMLI benefits so that they can receive 100% of their average weekly wage. Employees cannot receive more than a combined total of 100% of their average weekly wage. Please see Human Resources for additional information regarding how FMLI interacts with other GreenState-provided benefits.

## **Federal Family and Medical Leave**

Leave taken pursuant to will run concurrent with Federal Family and Medical Leave and any other leave, to the extent applicable and allowed by law.

## **Reinstatement**

Upon return from leave, any individual who has been employed with GreenState for at least one hundred and eighty (180) days prior to the commencement of leave, will be restored to the position they held when the leave commenced or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## **Non-Discrimination or Retaliation**

GreenState does not discriminate or retaliate against employees for taking or requesting the benefits offered under and in accordance with applicable law. Managers and managers are prohibited from discriminating or retaliating against employees for taking or requesting benefits. Leave taken pursuant to will not be used as an absence for disciplinary action.

## **Enforcement**

will be interpreted and enforced consistent with applicable law. Exceptions will be made where required by law, such as in the event applicable law extends the above rights (for public health emergencies, etc.).

## **Questions**

If you have questions regarding eligibility or benefits offered, please contact Human Resources for additional information.

## **DOMESTIC VIOLENCE LEAVE**

GreenState provides up to three (3) working days of unpaid leave in any twelve (12)-month period to eligible employees who are victims of domestic abuse, stalking, sexual assault or any other crime involving domestic violence. To qualify for leave under an employee must have worked for GreenState for at least twelve (12) months. Leave may be used to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for the employee or the employee's children;



- Make the employee's home secure against the perpetrator or to find a new home;
  - Seek legal advice concerning any of the above offenses; or
  - Prepare or attend court proceedings arising from any of the above offenses.
- Employees requesting leave under should provide GreenState with reasonable advance notice of the need for leave, except in the case of imminent danger to the health or safety of the employee. GreenState may request documentation to support the need for leave. Information provided in connection with leave under will be kept confidential by GreenState, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence should contact Human Resources.

Employees must use any available paid time off before taking unpaid leave. To use paid leave, an eligible employee must comply with GreenState's normal procedures for the applicable paid-leave (e.g., call-in procedures, advance notice).

## **SEPARATION FROM EMPLOYMENT**

GreenState pays eligible employees for unused Sabbatical Leave at the end of employment. Employees who are not eligible for Sabbatical Leave will not be paid for any such time at the end of employment.

### **FLORIDA**

#### **DOMESTIC AND SEXUAL VIOLENCE LEAVE**

GreenState provides unpaid, job-protected leave of up to three (3) working days in any twelve (12) month period unless a different amount of leave is required under applicable county or city ordinances, to eligible employees who are victims of domestic violence or sexual violence or have a family or household member who is a victim of domestic violence or sexual violence. To be eligible for domestic or sexual violence leave, an employee must have been employed with GreenState for at least three (3) months.

Leave under may be requested for the following:

1. Seeking judicial relief such as a court-ordered injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining services from a victim-services organization, including but not limited to, a domestic violence shelter or program or rape crisis center as a result of the act of domestic violence or sexual violence;
4. Making the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.

For purposes of this practice, an employee's "family or household member" means an employee's spouse, former spouse, persons related to the employee by blood or marriage, persons who are presently residing with the employee as if a family or who have resided with the employee in the past as if a family, and persons who are parents of a child in common with the employee regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided with employee in the same single dwelling unit.

When seeking domestic violence or sexual violence leave, employees must provide GreenState with appropriate advance notice of the need for leave except in cases of imminent danger to the health or safety of employee or employee's family or household member. When advance notice is not possible, employees are expected to provide notice as soon as practicable. Employees must also provide documentation, if requested by GreenState, establishing the need for leave under. Depending on the specific purpose of the leave request, employees may choose, or GreenState may require employees, to use accrued paid or unpaid leave (such as FMLA, personal leave, sick leave, vacation leave, or paid time off) concurrently with some or all of the leave taken.

GreenState will hold the employee's information in confidence, except to the extent such disclosure is: (1) requested or consented to in writing by the employee or (2) otherwise required by applicable law.

If you require this leave, please notify Human Resources. Employees who make a bona fide request for leave pursuant to will not be unlawfully discriminated or retaliated against for exercising their rights. However, employees remain subject to GreenState's other practices and procedures.

## **GEORGIA**

### **LACTATION ACCOMMODATIONS**

The Company will provide a reasonable amount of break time to accommodate an employee's need to express breast milk. The break time should, if possible, be taken concurrently with other paid break periods already provided. For non-exempt employees, additional breaks will be paid at the employee's regular rate when taken at the employee's workplace. Exempt employees will not have their pay reduced or be required to use paid benefits for any lactation break. The Company will provide the use of a room or other location, other than a restroom, in close proximity to the employee's work area to express milk in private.

## **IOWA**

### **PREGNANCY-RELATED DISABILITY LEAVE**

GreenState provides female employees with unpaid disability leave for pregnancy, childbirth, and other pregnancy-related medical conditions.

Eligible employees may request leave for the period of the temporary disability, up to a maximum of eight (8) weeks. Employees requesting leave under should provide as much advanced notice as possible and should provide appropriate medical certification from their healthcare provider verifying the need for leave, the amount of leave needed, and any subsequent change to the initial period of time requested.

Leave will run concurrent with Federal Family and Medical Leave and all other applicable leave allowed by law. While leave under is unpaid, employees may use any paid leave available (e.g., paid family and medical leave, paid sick leave, etc.), assuming they are eligible and to the extent allowed by such practices, concurrent with any leave provided.

Upon return from leave, the employee will be returned to the same or a similar job with the equivalent pay, unless GreenState's circumstances have changed so as to make it impossible or unreasonable to do so.

### **OPERATIONAL EXPENSES**

GreenState will reimburse you for work-related expenses that have been approved in advance. These expenses can either be paid before you spend the money or reimbursed within 30 days after you submit a completed expense form.

If GreenState decides not to reimburse all or part of your expense claim, you'll receive a written explanation within the same 30-day period.

If you have questions about what qualifies or how to submit expenses, please contact Human Resources.

## **ILLINOIS**

### **OPERATIONAL EXPENSES**

GreenState will reimburse you for reasonable and necessary expenses you incur while doing your job. These expenses must directly relate to your work and benefit GreenState.

To get reimbursed:

- Submit your expenses following GreenState's reimbursement policy.
- Reimbursement will be made on your next regular payday after you've submitted everything correctly.

To decide if an expense qualifies, GreenState will consider:

1. Whether you expected to be reimbursed.
2. Whether the expense was needed to do your job.
3. Whether GreenState received something of value it would otherwise have to pay for.
4. How long GreenState benefits from the expense.
5. Whether the expense was required for your role.

No single factor decides reimbursement, what matters most is whether the expense primarily benefits GreenState.

If you have questions or need help with submitting expenses, reach out to Human Resources.

## **LACTATION ACCOMMODATIONS**

You have the right to request, and the Company will provide, accommodations required for employees to express breast milk as necessary. Employees should notify their immediate supervisor or the Human Resources Manager to request accommodations to express breast milk under this policy. The Company will provide a reasonable amount of paid break time to accommodate an employee's need to express breast milk for the employee's infant child for up to one (1) year after birth. The break time should, if possible, be taken concurrently with meal and rest periods already provided.

The Company will also provide employees needing to express breast milk with use of a room or other location, other than a restroom, to express breast milk in private that is in close proximity to the employee's work area.

## **PROHIBITION AGAINST UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION**

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. We are committed to providing a workplace that is free of unlawful harassment, discrimination and retaliation in compliance with applicable law, including the Illinois Human Rights Act.

In furtherance of our commitment against discrimination and harassment, GreenState prohibits all discrimination and harassment based on actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles like braids, locs, and twists); color; religion; national origin; work authorization status; work authorization status; ancestry; sex; sexual orientation; gender identity or expression; pregnancy, childbirth, or related medical conditions; age; disability (includes unlawful discrimination against an individual because of the employee's association with a person with a disability); citizenship status; military status; housing status; genetic information and testing; marital status; parental status; order of protection status; unfavorable discharge from military status; arrest records (including criminal convictions ordered sealed, expunged, or impounded) or criminal convictions unless permitted by applicable law; credit report/history; off duty use of lawful products such as tobacco and alcohol; status as a registered qualifying medical marijuana patient or a registered caregiver, or any other category protected by federal, state, or local law.

Violations are subject to disciplinary action, up to and including immediate termination.

GreenState prohibits managers and employees from harassing co-workers as well as applicants, members, vendors, suppliers, independent contractors, and others doing business with GreenState. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. GreenState likewise prohibits its members, vendors, suppliers, independent contractors, and others doing business with GreenState from harassing, discriminating, or retaliating against our managers and employees.

The term "workplace" includes, but is not limited to, when employees are on GreenState premises, at a GreenState-sponsored off-site event, traveling on behalf of GreenState, or conducting GreenState business, regardless of location. extends to social affairs, functions,

events, travel, tradeshow, client and vendor meetings, and similar gatherings whether on or off GreenState site(s) at any time.

By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial or ethnic slurs, epithets, derogatory comments, and any other offensive remarks;
- Jokes, whether written, verbal, or electronic;
- Threats, intimidation, and other menacing behavior;
- Assault, impeding or blocking movement, or any physical interference with normal work or movement;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or messages via text, instant messaging, or social media; or
- Other harassing conduct based on one or more of the protected categories identified.

Sexual harassment is illegal under federal, state, and local law. Sexual harassment is a form of unlawful sex discrimination and includes harassment on the basis of sex (including same sex), sexual orientation, or gender identity and expression.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. The term "sexual misconduct" means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

By way of illustration only, and not limitation, examples of unlawful and unacceptable behavior include:

- Unwanted and/or unwelcome flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts;
- Comments, slurs, jokes, remarks, or epithets;
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, vulgar or sexual gestures, and displaying or posting sexually suggestive and/or derogatory objects or pictures, drawings, cartoons, or posters;
- Verbal sexual advances, propositions, or requests;
- Conversations about sexual activities;
- Sending or posting sexually-related messages, videos, messages, or social media;
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations;
- Physical conduct, such as touching, groping, assault, impeding, or blocking movement (regardless of the gender of either party);
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items; or

- Other conduct which has the purpose of unreasonably interfering with an individual's performance or which has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Further examples of prohibited sexual harassment, in addition to those articulated above, include harassment based on gender, transgender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's gender, gender identity, or gender expression;
- References concerning an individual's characteristics such as pitch of voice, facial hair, or the size or shape of a person's body, including remarks that a male is too feminine or a female is too masculine;
- Verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body;
- Intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity; gender expression; or
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.
- All employees must participate in annual sexual harassment prevention training as follows:
  - Employees must participate in a minimum of one (1) hour of sexual harassment prevention training annually; and
  - Anyone who supervises or manages employees must participate in a minimum of two (2) hours of sexual harassment prevention training annually.

Likewise, all Chicago employees must participate in one (1) hour of annual bystander training.

For employees working in the City of Chicago, sexual harassment is defined as any (1) unwelcome sexual advances of a sexual nature; (2) requests for sexual favors or conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or (3) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position. Sexual harassment and retaliation for reporting alleged sexual harassment are illegal in the City of Chicago, and all employees working in the City of Chicago are required to participate in annual training.

Retaliation for reporting sexual harassment is illegal under federal, state, and local law.

GreenState prohibits retaliation against any individual for filing a complaint of or cooperating in an investigation of harassment. GreenState prohibits retaliation, including threatening an individual or taking any adverse action against an individual for: (1) reporting a possible violation, or (2) participating in an investigation conducted.

All members of management are covered by and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate Company policy. Any supervisor or manager who becomes aware of any harassment or sexual harassment should immediately advise a senior-level leader in Human Resources or the Legal Department.

If you have any concern that may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination, and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Discuss your concern with Human Resources.
2. If you are not satisfied, or if you feel you cannot speak with them, report your concern with a senior-level leader in Human Resources or the Legal Department.
3. If the person towards whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level leader in the reporting hierarchy. Any supervisor or manager who becomes aware of any harassment or sexual harassment should immediately advise a senior-level leader in Human Resources or the Legal Department.

You may also report concerns through the Ethics Hotline:

- Phone: 1-844-782-0435
- Online Reporting Form (from Computer): <https://greenstate.ethicspoint.com>.
- Online Reporting Form (from Mobile Phone): <https://greenstate.navexone.com>.

**Note:** Reports through the Ethics Hotline may be anonymous. If a report is anonymous, the ability to fully investigate or provide updates on the status of the concern may be limited.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent as describe herein, the employee is required to report the situation to one of the other persons on the list above to receive complaints.

You should report any actions that you believe may violate our practices no matter how slight the actions may seem. We will investigate the report and then take prompt, appropriate remedial action. GreenState will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation. Persons who violate this or any other GreenState practice are subject to discipline, up to and including discharge.

You will not be penalized or retaliated against for reporting misconduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy or are otherwise reported in good faith. However, false or frivolous charges where the individual is using a harassment or discrimination complaint to accomplish an end other than stopping the behavior at issue will not be tolerated. Violations of this are subject to disciplinary action, up to and including immediate termination. We cannot address concerns if we are unaware of them -- employees are responsible for reporting any suspected violations so that appropriate action can be taken.



In addition, to assist our employees who are or become disabled, who suffer on-the-job injuries, or who have known limitations due to pregnancy, childbirth, or a related condition, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs.

If you are dissatisfied with the resolution of your concern, you may also file a complaint by visiting, writing, or calling:

- The U.S. Equal Employment Opportunity Commission (EEOC) Chicago District Office: 230 South Dearborn Street, Suite 1866, Chicago IL 60604; Telephone: (312) 872-9744; TTY: (866) 740-3953
- The Illinois Department of Human Rights (IDHR) Chicago Office at 555 W. Monroe Street, 7<sup>th</sup> Floor, Ste. 700, Chicago, IL 60661 or call (312) 814-6200, (866) 740-3953 (TTY) or fax (312) 814-6251 or email [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)
- The Illinois Department of Human Rights (IDHR) Springfield Office at 524 S. 2<sup>nd</sup> Street, Ste. 300, Springfield, IL 62701 or call (217) 785-5100 or (866) 740-3953 (TTY) or fax (217) 785-5106 or email [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)
- The Illinois Human Rights Commission (IHRC) Chicago Office at 160 N. LaSalle Street, Suite N-1002, Chicago, IL 60601 or call (312) 814-6269 or fax (312) 814-6517 or email [HRC.NEWS@illinois.gov](mailto:HRC.NEWS@illinois.gov)
- The Illinois Human Rights Commission (IHRC) Springfield Office at 300 W. Jefferson Street, Room 109, Springfield, IL 62702 or call (217) 785-4350 or fax (312) 814-6517 or email [HRC.NEWS@illinois.gov](mailto:HRC.NEWS@illinois.gov)

You may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 or visit [www.illinois.gov/dhr](http://www.illinois.gov/dhr).

Employees working in Chicago may also contact:

- City of Chicago Commission on Human Relations at 740 N. Sedgwick Street, Ste. 400, Chicago, IL 60654 or call (312) 744-4111 or fax (312) 744-1081 or (312) 744-1088 (TTY) or [www.Chicago.gov/CCHR](http://www.Chicago.gov/CCHR)
- U.S. Equal Employment Opportunity Commission (EEOC) Chicago District Office at 230 South Dearborn Street, Ste. 1866, Chicago, IL 60604 or call (312) 872-9744 or (866) 740-3953 (TTY)
- IDHR Chicago Office at 555 W. Monroe Street, 7th Floor, Ste. 700, Chicago, IL 60661 or call (312) 814-6200, 1 (866) 740-3953 (TTY) or fax (312) 814-6251 or email [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

## **BEREAVEMENT LEAVE**

For those employees not otherwise covered by paid Bereavement in our Employee Handbook, GreenState provides up to ten (10) workdays of unpaid bereavement leave per 12-month period to eligible employees to attend the funeral (or alternative to a funeral), make arrangements necessitated by the death or, or grieve the death of a child, stepchild, spouse, domestic partner, civil union partner, sibling, parent, step-parent, parent-in-law, grandchild, or grandparent (collectively referred to as a "Covered Family Member"). Family bereavement leave is also available to eligible employees under for absences from work due to a miscarriage, an unsuccessful round of intrauterine insemination or other assisted reproductive technology



procedure (e.g., embryo transfer, IVF), a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. In the event of the death of more than one Covered Family Member in a 12-month period, an eligible employee may take up to six (6) weeks of bereavement leave during the 12-month period.

Leave taken under must be completed within sixty (60) days of the date on which the employee receives notice of the death of the Covered Family Member.

The term “child” as used in refers to an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee standing in *loco parentis*.

Employees may choose to substitute any other form of leave, paid or unpaid, for leave. Leave under will run concurrently with FMLA leave and any other leave where allowed by law, to the extent applicable. Employees who take leave under will be entitled, upon return, to the same position or its equivalent.

### **Employee Eligibility**

To be eligible for bereavement leave under this policy, you must: (i) have worked at least 12 months for GreenState in the preceding 7 years (limited exceptions apply to the 7-year requirement); (ii) have worked at least 1,250 hours for GreenState over the preceding 12 months; and (iii) currently work at a location where there are at least 50 employees within 75 miles.

### **Request for Bereavement Leave**

Requests for bereavement leave should be made at least forty-eight (48) hours in advance of the need for leave, unless providing such notice is not reasonable and practicable. GreenState may require you to provide documentation supporting the need for leave.

### **Extended Child Bereavement Leave**

GreenState provides up to six (6) weeks of unpaid child bereavement leave if the employee experiences the death of a child by suicide or homicide. Leave under may be taken continuously or intermittently in increments of four (4) hours or more but must be completed within one (1) year after the loss of a child.

### **Effect on Other Leaves**

Leave under may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave, including paid leave, as permitted by state and federal law. Please note that does not create any right to take unpaid leave in excess of the unpaid leave time allowed under the unpaid leave time permitted by the Federal Family and Medical Leave Act.

## **Prohibition Against Retaliation**

GreenState will not retaliate or take adverse action against an employee who requests or uses leave.

## **FAMILY MILITARY LEAVE**

GreenState provides up to thirty (30) days of unpaid time off to employees who are a current family member of a person called to serve over thirty (30) days in the military. "Family members" under this policy include the spouse, civil union partner, parent, child, or grandchild of the person called to military service. To be eligible for leave, employees must have been employed by GreenState for 12 months and worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

Employees are required to provide at least fourteen (14) days' advance notice if the requested leave is for five (5) or more consecutive workdays. For leaves of less than five (5) days, employees are required to provide as much advance notice as possible. Employees are required to provide certification from the proper military authority to verify eligibility for the leave requested and GreenState reserves the right to request certification from the proper military authority to verify eligibility.

Employees may be asked to use accrued, unused paid time off (except for sick time) in lieu of the unpaid leave provided herein. Leave under may run concurrently with the Family and Medical Leave Act for qualifying exigency and/or any other leave where permitted under state and federal law.

## **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES AND PAID LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with The Illinois Paid Leave for All Workers Act and Cook County Paid Leave ordinance, employees eligible for FTO/FTU or for sick leave in accordance with the Employee Handbook may use any such time away from work for vacation, short-term sick leave or injury, care of a family member, preventative medical care, safe leave, personal leave, bereavement, or any other reason determined by the employee.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time).

Employees will not be required to make-up any such time or to find a replacement while on leave.

Paid leave under must be scheduled and approved in accordance with the FTO/FTU and sick leave provisions in the Employee Handbook. Where foreseeable (e.g., vacation or appointments), employees must request leave as far in advance as possible, no later than seven (7) days in advance. Where unforeseeable (e.g., sudden illness or emergencies), employees must request leave as soon as practicable. Requests may be made orally or in writing.

Employees must follow GreenState's normal absence procedures for notifying GreenState of any need for leave under and should see our Absenteeism and Tardiness practice for additional information. The Company may deny an employee's request for paid leave in limited circumstances, in order to meet the Company's operational needs during the time period requested off and if (i) such denials are consistently applied to similarly situated employees and (ii) our denial criteria does not effectively deny an employee adequate opportunity to use all paid leave time they are entitled to over a 12-month period.

While GreenState does not require employees to provide documentation/certification as proof of or support of the need for leave, GreenState does expect employees to follow the appropriate notice and scheduling requirements above. Any information obtained by GreenState in connection with leave taken under will remain confidential, to the extent required by law.

GreenState will not discriminate or retaliate against any employee for requesting or using paid leave in accordance with applicable law. If you believe this policy may have been violated, please notify Human Resources immediately. If you believe you have been subject to discrimination or retaliation for: (1) exercising any rights or attempting to exercise any rights under the Act; (2) opposing any practice which you believe to be in violation of the Act; or (3) supporting the exercise of the rights of another employee under the Act, and we are unable to resolve your concern, you may contact the Illinois Department of Labor to file a complaint.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

Please see the FTO/FTU and sick leave practices in our Employee Handbook for additional information. Our FTO/FTU and sick leave practices will be interpreted and enforced consistent with applicable law. To the extent is or appears to be inconsistent with applicable law, applicable law will govern.

## **SCHOOL VISITATION LEAVE**

GreenState provides employees who have completed at least six (6) months of employment and who work at least half time, with up to eight (8) hours of unpaid leave during the school year to attend their child's school conference, behavioral meeting, or academic meeting, where such activity cannot be scheduled during non-work hours.

Employees eligible for FTO/FTU may use their FTO/FTU time for leave under this. Employees who are not eligible for FTO/FTU will be provided with unpaid leave.

Employees seeking leave must provide at least seven (7) days' advance written notice. In emergency situations, where leave is unforeseeable, employees must provide notice as soon as practicable, at least twenty-four (24) hours' advance notice of the need for leave where possible. Leave should be scheduled so as not to disrupt GreenState operations.

An employee using leave may make up the time off on a different day or shift as approved by GreenState. However, employees will not be required to make up any leave taken under this.

In connection with leave, GreenState may require employees to provide documentation supporting their need for leave.

## LEAVE FOR VICTIMS OF DOMESTIC, SEXUAL, OR GENDER VIOLENCE AND OTHER CRIMES OF VIOLENCE

GreenState provides twelve (12) workweeks during any twelve (12) month period of unpaid time away from work to employees who are victims of domestic violence, sexual violence, gender violence, or other crimes of violence or have family or household members who are victims of domestic violence, sexual violence, gender violence, or other crimes of violence. When appropriate, leave under may be taken consecutively, intermittently, or for a reduced schedule.

Leave under may be provided for the following reasons:

1. To obtain medical attention for physical or psychological injuries, or recover from such injuries caused by domestic violence, sexual violence, or gender violence to the employee or employee's family member or household member;
2. To obtain services from a victim services organization for the employee or employee's family member or household member;
3. To participate in safety planning, temporarily or permanently relocate, or take other actions to ensure the health and safety of the employee or the employee's family member or household member, from future domestic violence, sexual violence, or gender violence or to ensure economic security;
4. To seek legal assistance or remedies, including preparing for or participating in any civil or legal proceeding to ensure the health and safety of the employee or employee's family member or household member;
5. To obtain psychological or other counseling for the employee or employee's family member or household member; or
6. When an employee's family member or household member is killed as a victim of a violent crime.

"Family or household members" include spouses; parties to civil unions; parents and grandparents; children; grandchildren; siblings or any other person related by blood or by present/prior marriage or civil union; another person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee; and persons jointly residing in the same household.

In the event an employee needs leave under due to the death of a family member or household member as a victim of violent crime, the employee may use of up ten (10) days of additional unpaid leave to make arrangements, attend the funeral or similar occasion, or mourn/grieve the death. This leave must be taken within sixty (60) days after learning of the death and this leave will run concurrently with leave under GreenState's Bereavement practice.

To take this, affected employees must provide GreenState with at least forty-eight (48) hours' advance notice, unless such advance notice is not possible due to an emergency. In emergency circumstances or for unscheduled/emergency court appearances the employee must provide notice as soon as practicable. In emergency situations, GreenState will not take action against the employee if, within a reasonable time after the absence, they provide GreenState with documentation that their absence was necessary. GreenState will not request or require more than one document to be submitted during the same 12-month period that leave is requested or taken if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

GreenState will hold the information that the employee provides to GreenState in order to request the leave in confidence, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable federal or state law. For more information regarding this leave please contact Human Resources.

Employees may elect to use earned paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) to run concurrent with leave provided under. Please note that does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under the leave time permitted by the Federal Family and Medical Leave Act.

GreenState encourages employees who think they might be at risk of a domestic or intimate partner coming to the workplace to commit an act of violence to share information with a manager, security personnel, Human Resources personnel, or other company representative about the potential risk. GreenState will make reasonable accommodations to protect the reporting employee and all employees from the risk of violence.

GreenState will not discriminate or retaliate against any employee because the employee was involved in, is, or is perceived to be a victim of domestic violence, sexual violence, or gender violence. Similarly, GreenState will not discriminate or retaliate against any employee for attending, participating in, preparing for, or requesting leave to attend, participate in, or prepare for a criminal or civil legal proceeding relating to an incident of domestic violence, sexual violence, or gender violence or because the employee requested a workplace accommodation in response to actual or threatened domestic violence, sexual violence, or gender violence or for engaging in any other activity protected by law. An employee who feels they have been discriminated or retaliated against in violation of must report it to Human Resources immediately.

## **SEPARATION FROM EMPLOYMENT**

GreenState pays eligible employees for up to eighty (80) hours of unused FTO/FTU at the end of employment, unless otherwise required by law. Likewise, GreenState pays eligible employees for unused Sabbatical Leave at the end of employment.

Employees who are not eligible for FTO/FTU or Sabbatical Leave will not be paid for any such time at the end of employment.

### **Chicago Paid Leave and Paid Sick and Safe Leave Ordinance** (applies to employees working within the City of Chicago)

The Company provides Paid Leave, as well as paid sick and safe leave (hereinafter "PSL"), to eligible employees in the City of Chicago who have worked a minimum of eighty (80) hours within any 120-day period while being physically present within the city limits. Such leave is provided to all eligible employees consistent with the Chicago Paid Leave and PSL ordinance.

Employees should review their applicable FTO/FTU and sick and safe leave policies in the Employee Handbook for more information but should also review the policy below to understand their rights under the Chicago ordinance as it relates to Paid Leave and PSL. When Chicago's

ordinance provides for leave benefits that are more beneficial than our policies, the Company will follow local law.

For purposes of this policy, a Benefit Year is defined as a calendar year.

Employees are not required to find a replacement worker to cover any hours used under this policy.

### Non-Commissioned Employees

Pursuant to our Employee Handbook, non-commissioned employees receive Flexible Time Off Scheduled (FTO) (an unlimited amount of leave for *scheduled* uses such as vacation, doctor appointment, or personal time off) and Flexible Time Off Unscheduled (FTU) (*unscheduled* leave for unforeseeable absences such as sudden illness or injury or family emergencies). FTU is provided in an amount of eighty (80) hours for full-time employees and forty (40) hours for part-time employees per Benefit Year.

FTO/FTU is meant to satisfy the minimum requirements of the Chicago ordinance. Employees who receive FTO/FTU are not entitled to additional leave under this policy. Employees may begin using their FTO/FTU starting at commencement of employment (there is no waiting period) and in the smallest increment allowed under the Company's timekeeping system.

Paid Leave in Chicago may be used for any time off of the employee's choosing and includes time off that is foreseeable or unforeseeable. If using FTU for a Paid Leave purpose, carry over of any unused leave from one Benefit Year to the next is not permitted. Employees may carry over up to eighty (80) hours of any unused FTU into the next Benefit Year for use as PSL.

The Company will not pay out earned but unused Paid Leave at the end of employment.

### Commission-Based, Temporary, Seasonal Employees and Interns

All other eligible employees (commission-based, temporary, seasonal, and interns) receive leave in accordance with this policy. Pursuant to our Employee Handbook, this group of employees receives paid sick and safe leave in an amount of eighty (80), forty (40), or twenty-four (24) hours depending upon their position and/or hours worked. Such leave is meant to satisfy the minimum requirements of Chicago's PSL ordinance. In Chicago, eligible employees are also entitled to receive Paid Leave, which may be used for any reason of the employee's choosing, up to forty (40) hours per Benefit Year. See below for more details.

### ***Chicago Paid Sick Leave (PSL)***

When using PSL leave in Chicago, employees are permitted to carry over up to eighty (80) hours of any unused sick leave into the next Benefit Year and may use up to one-hundred twenty (120) hours of leave for PSL purposes. Employees may begin using PSL starting at commencement of employment (there is no waiting period) and in the minimum increment our time tracking system allows:

1. The employee is ill or injured, or for the purpose of receiving professional care, including preventative care, diagnosis or treatment, for medical, mental or behavioral issues, including substance abuse disorders;
2. To care for a member of the employee's family who is ill or injured, or ordered to quarantine, or who is receiving professional care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance use disorders;
3. When the employee or the employee's family member is a victim of domestic violence, a sex offense, stalking, or trafficking as defined by applicable law;
4. When the Company is closed by order of a public official due to a public health emergency;
5. To care for a family member whose school or place of care has been closed by order of a public official due to a public health emergency;
6. When the employee needs leave to comply with an order issued by the Mayor, the Governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee to: (i) stay at home to minimize transmission of a communicable disease; (ii) remain at home while experiencing symptoms or sick with a communicable disease; (iii) comply with a quarantine order issued to the covered employees; or (iv) comply with an isolation order issued to the employee; or
7. Any other reason allowed by law.

For the purposes of this policy, "family member" means employee's child, legal guardian or ward, spouse, domestic partner, civil union partner, parent, the parent of employee's spouse, civil union partner or domestic partner, sibling, grandparent, grandchild, godparent, godchild, co-parent, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A "child" includes a biological relationship and a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom an employee stands *in loco parentis*. A "parent" includes a biological, foster, stepparent or adoptive parent or legal guardian of employee, or a person who stood *in loco parentis* when the employee was a minor child.

If the need for PSL is foreseeable, the employee shall provide as much notice of the need for leave as possible, at least seven (7) calendar days' notice before the date the leave is to begin. Employees will make reasonable efforts to schedule leave in a manner that does not unduly disrupt Company operations. If the need for leave is unforeseeable (e.g., sudden illness or injury), the employee shall provide notice as soon as practicable. Notice must be made to the Company in accordance with our usual call-out procedures. Where possible, the request must include the expected duration of leave.

The Company may require verification of the need for leave for PSL absences of more than three (3) consecutively scheduled workdays. The Company will maintain the confidentiality of any medical information, to the extent required by law.

At the end of employment, any earned but unused PSL will not be paid out.



## ***Chicago Paid Leave***

In addition to PSL, eligible employees in Chicago are also entitled to receive Paid Leave in the amount of forty (40) hours per Benefit Year, which may be prorated depending upon the anticipated number of hours an employee is expected to work.

Employees may begin using Paid Leave starting at commencement of employment (there is no waiting period) and in the minimum increment our time tracking system allows. Unused Paid Leave will not carry over from one year to the next. Employees are provided with their full allotment of leave at the start of each Benefit Year that can be used subject to the terms above.

Upon written or oral request, employees may use Paid Leave for any purpose. If the need for Paid Leave is foreseeable (e.g., doctor appointment, vacation, personal day), the employee shall provide as much notice of the need for leave as possible, at least seven (7) calendar days' notice before the date the leave is to begin, and employees will take reasonable efforts to schedule leave in a manner that does not unduly disrupt Company operations. If the need for leave is unforeseeable (e.g., sudden illness or injury or family emergency), the employee shall provide notice as soon as practicable. Notice must be made to the Company in accordance with our usual call-out procedures. Where possible, the request must include the expected duration of leave.

Subject to applicable law, employees may be required to obtain reasonable preapproval from the Company before using Paid Leave for the purpose of maintaining continuity of the Company's operations.

## ***Other Important Information***

PSL and Paid leave will be compensated at the same rate and with the same benefits the employee regularly earns during hours worked. For commissioned employees, the Company will (at a minimum) pay the highest amount of the federal minimum wage, the Illinois minimum wage, or the full Chicago minimum wage.

The Company will not retaliate or discriminate against any employee that requests or uses leave under this policy. Likewise, the Company will not retaliate or discriminate against any employee for exercising their rights under federal, state, and local laws. This policy will be interpreted and enforced consistent with applicable law. To the extent this policy is or appears to be inconsistent with applicable law, applicable law will govern.

Leave taken under this policy will run concurrently with FMLA leave and any other leave permitted by law or by the Company.

If you have any questions regarding the Company's paid benefits, please contact Human Resources.



## **INDIANA**

### **LACTATION ACCOMMODATIONS**

To the extent possible, the Company shall provide a private location (other than a bathroom), where an employee can express breast milk in private. The Company will also provide a refrigerator or other cold storage space for keeping milk that has been expressed or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's workday.

### **MILITARY FAMILY LEAVE**

The Company offers up to ten (10) days of unpaid leave to eligible employees who are the spouse, parent, grandparent, or sibling of a person who is ordered to active duty for military service for a period longer than eighty-nine (89) days. Leave under this policy may be taken during the thirty (30) days before active duty orders are in effect, during a period in which the person ordered to active duty is on leave while active duty orders are in effect, or during the thirty (30) days after the active duty orders are terminated.

To be eligible for leave under this policy, employees must have been employed by the Company for twelve (12) months and worked 1,500 hours during the twelve (12) month period immediately preceding the start of the leave.

When requesting leave under this policy, employees should provide written notice (including a copy of the active duty orders if available and the date the leave will begin) at least thirty (30) days before the leave will begin, unless the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin.

### **SCHOOL CONFERENCE LEAVE**

Employees receive unpaid leave to attend one school attendance conference or case conference committee meeting with respect to their child per calendar year. Permitted time away from work includes a reasonable amount of time spent traveling to and from the respective activity and the actual time participating in the conference or meeting. Employees must provide reasonable advance notice of at least five (5) days of their need for leave and are encouraged to participate in the conference or meeting electronically versus in person. For purposes of this policy, a 'child' is defined as being of a biological, adopted, foster, or step relationship to the employee.

The Company may request reasonable documentation verifying the employee's need for leave under this policy.

## **MASSACHUSETTS**

### **OPERATIONAL EXPENSES**

While Massachusetts does not have a statute explicitly requiring reimbursement of business expenses, the Massachusetts Wage Act (M.G.L. c. 149, § 148) has been interpreted by courts to imply that employers must reimburse employees for necessary and reasonable

expenses incurred in the course of performing their job duties. This includes costs such as travel, tools, equipment, and other work-related expenditures that are unavoidable and directly tied to job responsibilities.

GreenState will reimburse Massachusetts employees for authorized, necessary, and work-related expenses incurred while performing their job duties, provided such expenses are properly documented and submitted in accordance with company procedures. Reimbursement requests should be submitted promptly after the expense is incurred. While Massachusetts law does not specify a timeline for reimbursement, GreenState aims to process reimbursements in a timely and reasonable manner.

Employees with questions about reimbursable expenses or the submission process should contact Human Resources.

## **PROHIBITION AGAINST UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION**

We are an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, and termination. We are committed to providing a workplace that is free of unlawful harassment, discrimination and retaliation in compliance with applicable law.

In furtherance of our commitment against discrimination and harassment, GreenState prohibits all discrimination and harassment relating to an individual's race (including hair texture, hair type and hairstyles, like braids, locks, twists, Bantu knots and other formations); color; religion; religious creed; genetic information; national origin; sex; sexual orientation; gender identity or expression; ancestry; pregnancy, childbirth, or related medical conditions (including lactation); age; disability or handicap; citizenship status; veteran or service member status; status as a medical marijuana patient; mental illness and/or admission to a mental facility; or any other category protected by federal, state, or local law.

The Company is cognizant of and complies with the requirements under M.G.L. c. 151B, including but not limited to the Massachusetts Criminal Records Statute, M.G.L. c. 151B, § 4(9), which prohibits an employer from taking an adverse employment action against an applicant or employee because of criminal history information the employer obtained unlawfully.

Violation of will result in disciplinary action, up to and including immediate discharge.

It is GreenState's goal to promote a workplace that is free from discrimination and harassment. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this, please discuss the questions with a member of management or one of the contacts listed. At a minimum, the term "harassment" as used in includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's protected class;

- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's protected class;
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; or
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Examples of prohibited sexual harassment, in addition to the above, include harassment based on gender, gender identity, gender expression, and/or sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex;
- Verbal abuse or references concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a female is too masculine; or
- Intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity or expression.

We also absolutely prohibit retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this, or (2) participating in an investigation conducted.

In Massachusetts, the legal definition for sexual harassment includes: sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
2. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually-offensive work environment.

Under these definitions, direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. This may include the dissemination of sexually explicit voice mail, email, graphics, downloaded material, or web sites in the workplace. The conduct prohibited by includes conduct in any form including but not limited to email, voice mail, chat rooms, internet use or history, text messages, pictures, images, writings, words, or gestures.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute

sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities;
- Making sexist remarks or derogatory comments based upon gender; or
- Other conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

All members of management are covered by and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this. Any supervisor or manager who becomes aware of any harassment or sexual harassment should immediately advise a senior-level leader in Human Resources or the Legal Department.

Even non-employees are covered. We prohibit harassment, discrimination, or retaliation against applicants and employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, members, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. Discuss your concern with Human Resources.
2. If you are not satisfied, or if you feel you cannot speak with them, report your concern with a senior-level leader in Human Resources or the Legal Department.
3. If the person towards whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level leader in the reporting hierarchy. Any supervisor or manager who becomes aware of any harassment or sexual harassment should immediately advise a senior-level leader in Human Resources or the Legal Department.

You may also report concerns through the Ethics Hotline:

- Phone: 1-844-782-0435
- Online Reporting Form (from Computer): <https://greenstate.ethicspoint.com>.
- Online Reporting Form (from Mobile Phone): <https://greenstate.navexone.com>.

Note: Reports through the Ethics Hotline may be anonymous. If a report is anonymous, the ability to fully investigate or provide updates on the status of the concern may be limited.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this practice, the employee is required to report the situation to one of the other persons on the list above designated in to receive complaints.

You should report any actions that you believe may violate our practices no matter how slight the actions may seem.

When we receive a complaint, GreenState will promptly investigate the report in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. Our investigation will include a private interview with the individual who filed the report, any witnesses, and the person alleged to have violated this policy. After the investigation, we will take prompt, appropriate remedial action including disciplinary action. GreenState will protect the confidentiality of employees reporting suspected violations of this or any other GreenState practice to the extent possible consistent with our investigation. Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Employees will not face penalties or retaliation for reporting misconduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy or are otherwise reported in good faith.

Violations of this are subject to disciplinary action, up to and including immediate termination. We cannot address concerns if we are unaware of them -- employees are responsible for reporting any suspected violations so that appropriate action can be taken.

We strongly encourage our employees to file a complaint of harassment using our GreenState's complaint procedure. However, using our internal complaint process does not prohibit you from contacting one of the following agencies. Each of these agencies has a certain time period for filing a claim (MCAD 300 days and EEO 300 days):

- Massachusetts Commission Against Discrimination Boston Office: One Ashburton Place, Room 601, Boston, MA 02108, (617) 994-6000 (voice), (617) 994-6196 (TTY)
- Equal Employment Opportunity Commission Springfield Office: 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145. John F. Kennedy Federal Building, 15 New Sudbury Street, 4th Floor, Room 475, Boston, MA 02203, 1 (800) 669-4400 (voice), 1 (800) 669-6820 (TTY)

## **MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE BENEFITS**

GreenState provides paid family and medical leave ("PFML") benefits to eligible employees. Family and medical leave benefits provide employees with a partial wage replacement when an employee is unable to work because of family, medical and/or parental needs. An eligible

employee's weekly benefit amount is based on the employee's earnings, with a maximum benefit as determined annually by the Massachusetts Department of Family and Medical Leave.

For details regarding employee eligibility or to calculate PFML benefits, please visit the Department's website at <https://www.mass.gov/orgs/departments-of-family-and-medical-leave> and/or speak with Human Resources.

Contributions are funded through employee payroll deductions, as authorized by law. The deductions are remitted to the Massachusetts Department of Family and Medical Leave Employment Security Trust Fund. Important information regarding the current annual rate of employee/employer contributions can be found on the state website:

<https://www.mass.gov/orgs/departments-of-family-and-medical-leave>

## Definitions

The following definitions apply:

- "Benefit Year" means the period of fifty-two (52) consecutive weeks beginning on the Sunday immediately preceding the first day that job-protected leave starts.
- "Child" means a biological, adopted or foster child, a stepchild or legal ward, a child to whom the employee stands *in loco parentis*, or a person to whom the covered individual stood *in loco parentis* when the person was a minor child.
- "Family Member" means a child (biological, adopted, foster, step, legal ward, or child to whom the employee stands *in loco parentis*), spouse, domestic partner, parent or parent of a spouse or domestic partner, a person who stood *in loco parentis* to the employee when the employee was a minor child, a grandchild, grandparent, or sibling of the employee.

## Benefit Amount

When an employee begins PFML, in most cases there is a waiting period of seven (7) calendar days before payments begin. Additionally, these seven (7) days will count against any total available leave for the benefit year. If approved for intermittent leave, the waiting period is seven (7) consecutive calendar days after the first reported absence from work. During the seven (7) day waiting period, employees may use any paid time off and are afforded job protection. Following the qualifying period, benefits will be paid based on the reason for leave, as follows:

- Family Leave for Birth, Adoption, Foster Care or Qualifying Exigency – Employees will receive up to twelve (12) weeks of leave per Benefit Year for the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces. Leave may be taken on an intermittent or reduced leave schedule basis only with GreenState approval.
- Family Leave for a Service Member – Employees will receive up to twenty-six (26) weeks of leave per Benefit Year for the care of a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition relating to the family member's military service. Leave may be taken on an intermittent or reduced leave schedule.

- Employee Medical Leave – Employees will receive up to twenty (20) weeks of leave per Benefit Year for their own serious health condition that incapacitates the employee from working. Leave may be taken intermittently if medically necessary. Employees must notify GreenState, upon their request for leave, of the reasons why the intermittent/reduced schedule is necessary and of the schedule for treatment, if applicable. GreenState will work with the employee on a leave schedule that meets the employee's needs without unduly disrupting GreenState business, subject to the approval of the employee's healthcare provider.
- Family Medical Leave – Employees will receive up to twelve (12) weeks of leave per Benefit Year for the care of a family member with a serious health condition. Leave may be taken on an intermittent or reduced leave schedule if the healthcare provider determines it's medically necessary.

During the qualifying period, employees may use any paid time off applicable and available and should follow GreenState's normal call-in requirements.

Eligible employees cannot receive payment for more than twenty-six (26) weeks of leave, in the aggregate, of paid family and medical leave in a single Benefit Year. The state generally will not provide benefits for intermittent leave of less than fifteen (15) minutes.

### **Scheduling Leave**

Employees must provide at least thirty (30) days' notice to GreenState of the anticipated start date of any leave, the anticipated length of leave, and the expected date of return. Employees unable to provide thirty (30) days' notice due to circumstances beyond their control are required to provide notice as soon as practicable. To the extent possible, employees must make reasonable efforts to schedule leave so as not to unduly disrupt business operations.

Notice must generally be provided to GreenState prior to submitting an application to the state for family and medical leave benefits. All applications for benefits must be supported by certification that the need for leave is for a qualifying reason. Under certain circumstances, an employee may be able to request an extension of benefits; please see Human Resources for additional information.

Employees who choose to use available GreenState offered paid leave will not receive paid family and medical leave benefits for any period in which they choose to use such paid leave. Their paid family and medical leave allotment, however, will run concurrent with the paid leave.

### **Intermittent Leave**

An employee who is approved for and takes leave on an intermittent or reduced schedule and who fails to work during the times or on the schedule agreed to with GreenState may be subject to disciplinary action.



## **Health Benefits**

GreenState will maintain the employee's existing health benefits for the duration of such leave as if the employee had continued to work, from the date leave commenced until the date the employee returns to employment. The employee will be responsible for covering their portion of health insurance premiums while out on leave.

## **Interaction with Other Leaves**

In most circumstances, leave taken under the Family Medical Leave Act ("FMLA"), Massachusetts Paid Family and Medical Leave Act ("PFML"), and Massachusetts Parental Leave Act ("MPLA") will run concurrently to the extent the employee is eligible for each leave.

Employees can choose to use accrued GreenState-provided paid leave (e.g., Paid Medical Leave, Paid Parental Leave, Paid Sick Leave, etc.) instead of receiving the state's weekly benefit, however any such GreenState-provided paid leave benefit will run concurrent with state-provided leave periods. For example, if an employee elects to use GreenState paid time off benefits for two (2) weeks instead of being paid state benefits, the employee would only have a total of ten (10) weeks of PFML benefits remaining.

Unless otherwise allowed by law, employees may not use any GreenState provided paid time off benefits (e.g., Paid Medical Leave, Paid Parental Leave, Paid Sick Leave, etc.) while they are receiving PFML benefits.

## **Return from Leave**

At the end of leave, employees will generally be returned to their former position or a position equivalent in status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave (limited exceptions may apply). Employees using leave due to their own serious health condition may be required to provide certification from a health care provider that they are able to perform the essential functions of their job and able to return to work.

GreenState is not required to restore employees who are hired on a temporary, term or project basis, if the employment assignment, term or project is over and GreenState would not otherwise have continued the employee's employment.

An employee who fails to return to work following the expiration of leave, may be subject to disciplinary action.

## **No Discrimination or Retaliation**

The taking of leave under will not affect an employee's previously held right to paid time off, sick leave, bonuses, advancement, seniority, length-of-service credit, or other employment benefits, plans or programs.

GreenState does not discriminate or retaliate against employees for taking or requesting the benefits offered under and in accordance with applicable law. Managers are prohibited from discriminating or retaliating against employees for taking or requesting benefits.



## Additional Information

GreenState will provide employees with additional information regarding paid family and medical leave benefits, including instructions on how to file a claim for benefits, at the start of employment.

## Questions

If you have questions regarding benefits offered, please contact Human Resources for additional information or visit <https://www.mass.gov/topics/paid-family-and-medical-leave-in-massachusetts>

## **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time away from work for vacation, sick leave, personal leave, or any other reason allowed by law, including but not limited to:

1. Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2. Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. To attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse;
4. To care for the employee's own physical or mental health needs related to pregnancy loss or failed assisted reproduction, adoption, or surrogacy;
5. To care for the employee's spouse's physical or mental health needs related to pregnancy loss or failed assisted reproduction, adoption, or surrogacy;
6. To address the psychological, physical or legal effects of domestic violence, including abuse committed against an employee or the employee's child by: a current or former spouse of the employee; a person with whom the employee shares a child in common; a person who is cohabitating with or has cohabitated with the employee; a person who is related by blood or marriage; or a person with whom the employee has or had a dating or engagement relationship; or
7. To travel to and from an appointment, a pharmacy, or other location related to the purpose for which time was taken.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time).

Employees will not be required to make-up any such time or to find a replacement while on leave. GreenState will require verification from a health care provider regarding the need for leave for absences which:

1. Exceed more than twenty-four (24) consecutively scheduled work hours;
2. Exceed three (3) consecutive days on which the employee was scheduled to work;

3. Occurs within two (2) weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or
4. Occurs after four (4) unforeseeable and undocumented absences within a three (3) month period.

GreenState will maintain the information provided confidential, to the extent required by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately.

Please see the FTO/FTU practice in our Employee Handbook for additional information. Our FTO/FTU practice will be interpreted and enforced consistent with applicable law. To the extent it is or appears to be inconsistent with applicable law, applicable law will govern.

### **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or any other reason allowed by law, including but not limited to:

1. Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2. Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. To attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse;
4. To care for the employee's own physical or mental health needs related to pregnancy loss or failed assisted reproduction, adoption, or surrogacy;
5. To care for the employee's spouse's physical or mental health needs related to pregnancy loss or failed assisted reproduction, adoption, or surrogacy;
6. To address the psychological, physical or legal effects of domestic violence, including abuse committed against an employee or the employee's child by: a current or former spouse of the employee; a person with whom the employee shares a child in common; a person who is cohabitating with or has cohabitated with the employee; a person who is related by blood or marriage; or a person with whom the employee has or had a dating or engagement relationship; or
7. To travel to and from an appointment, a pharmacy, or other location related to the purpose for which time was taken.

GreenState will require verification from a health care provider regarding the need for leave for absences which:

1. Exceed more than twenty-four (24) consecutively scheduled work hours;
2. Exceed three (3) consecutive days on which the employee was scheduled to work;
3. Occurs within two (2) weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or

4. Occurs after four (4) unforeseeable and undocumented absences within a three (3) month period.

GreenState will maintain the information provided confidential, to the extent required by law.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practice, we will comply with applicable law. Our paid sick leave practice will be interpreted and enforced consistent with applicable law. To the extent it is or appears to be inconsistent with applicable law, applicable law will govern.

## **SCHOOL ACTIVITIES AND SMALL NECESSITIES LEAVE**

Employees who work in a Massachusetts location and are eligible for leave under GreenState's FMLA practices, as detailed in our Employee Handbook, may also be eligible for unpaid leave for certain family obligations in accordance with Massachusetts law. If eligible for FMLA, the employee may also take up to twenty-four (24) hours of additional leave in a twelve (12)-month period for any of the following reasons:

1. Participate in school activities directly related to the educational advancement of the employee's children, such as parent-teacher conferences or interviewing at a new school;
2. Accompany children to routine medical or dental appointments, such as check-ups or vaccinations; or
3. Accompany elderly relatives (at least sixty (60) years of age) to routine medical or dental appointments or appointments for other professional services related to the elder's care.

While leave under is unpaid, employees may use any FTO/FTU or other paid leave available to run concurrent with leave under this, to the extent allowed by those practices.

Leave may be taken intermittently or on a reduced leave schedule. If the leave is foreseeable, the employee must provide the employer with at least seven (7) days prior notice. If the leave is not foreseeable, notice as soon as practical is required. GreenState may require documentation substantiating the need for leave. Any information obtained by the Company will be kept confidential unless otherwise required by law. The Company will not take any adverse action related to the request for use of this leave.

Leave under this policy is generally subject to all the provisions of the FMLA. However, leave under this policy does not run concurrently with FMLA leave.

## **PARENTAL LEAVE**

GreenState will provide eligible full-time employees who have completed their 3 months of employment with up to eight (8) weeks of unpaid parental leave for the birth of a child to the

employee or the employee's spouse, adopting a child under age eighteen (18), adopting a person under age twenty-three (23) who is mentally or physically disabled, for the placement of a child pursuant to a court order, or to care for a newly born or newly adopted child. Employees are eligible if they qualify for this leave under the Massachusetts Parental Leave Act but do not qualify for Massachusetts Paid Family and Medical Leave.

When foreseeable, employees seeking leave must provide GreenState with at least two (2) weeks' advance notice prior to the beginning of this leave. When the need for leave is unforeseeable, the employee must provide as much notice as practicable. GreenState may require documentation substantiating the employee's need for leave.

Employees may request extensions of leave where necessary and GreenState will consider such requests based upon the individual circumstances of each situation, along with any applicable legal considerations. Any leave extension allowing more than eight (8) weeks total of Parental Leave may result in the denial of reinstatement or the loss of other rights or benefits.

GreenState will not require you to take a leave of absence, simply because you are expecting the birth of a child or intending to adopt. Likewise, GreenState will not force an employee to take leave prior to giving birth if they are willing and able to safely continue working. GreenState also will not prevent the employee from returning to work after they recover from any temporary disability associated with their pregnancy or related condition. However, GreenState may request proof of ability to work, consistent with its customary practices.

While on leave, GreenState will maintain the employee's benefits subject to the same terms. The employee remains responsible for paying their portion of insurance premiums.

Upon return, the employee will be returned to their previous position or a position similar in benefits and pay. Employees returning from Parental Leave have no greater rights to reinstatement or to other benefits and conditions of employment than other employees who were continuously working during the leave period. GreenState is not required to restore an employee to their previous position if other similarly situated employees have been laid off due to economic conditions or due to other changes in operating conditions affecting employment during the period of Parental Leave. Parental Leave does not affect an employee's entitlement to bonuses, seniority, benefits, etc.

To the extent there are two (2) eligible employees seeking leave under for the same child, combined leave may be limited to a total of eight (8) weeks.

Leave will run concurrent with Federal Family and Medical Leave and all other applicable leave allowed by law. While leave under is unpaid, employees may use any paid leave available (e.g., Paid Medical Leave, Paid Sick Leave, etc.), assuming they are eligible and to the extent allowed by such practices, concurrent with any leave provided under this.

GreenState will not discriminate or retaliate against an employee for requesting or using leave under this.

## **SEPARATION FROM EMPLOYMENT**

GreenState pays eligible employees for unused Sabbatical Leave at the end of employment. Employees who are not eligible for Sabbatical Leave will not be paid for any such time at the end of employment.

## **MICHIGAN**

### **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time away from work for vacation, sick leave, or any other reason allowed by law, including but not limited to:

1. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
3. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. When GreenState is closed by order of a public official due to a public health emergency;
5. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
6. When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee or employee's family member's presence in the community would jeopardize the health of others because of the employee or family member's exposure to a communicable disease, whether or not the employee or family member has contracted the communicable disease; or
7. When an employee needs to attend a meeting at their child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time). Employees will not be required to make-up any such time or to find a replacement while on leave.

GreenState may require verification regarding the need for leave. GreenState will maintain the information provided confidential, to the extent required by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately.

Please see the FTO/FTU practice in our Employee Handbook for additional information. Our FTO/FTU practice will be interpreted and enforced consistent with applicable law. To the extent is or appears to be inconsistent with applicable law, applicable law will govern.

### **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or other reason allowed by law, including but not limited to:

1. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. The employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;
3. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. When GreenState is closed by order of a public official due to a public health emergency;
5. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
6. When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee or employee's family member's presence in the community would jeopardize the health of others because of the employee or family member's exposure to a communicable disease, whether or not the employee or family member has contracted the communicable disease; or
7. When an employee needs to attend a meeting at their child's school or place of care related to the child's health or disability or the effects of domestic violence or sexual assault on the child.

GreenState may require verification regarding the need for leave after the employee uses more than three (3) consecutive days of sick leave. Employees must return the requested documentation within fifteen (15) days of the Company's request. GreenState will maintain the information provided confidential, to the extent required by law.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

GreenState will not discriminate or retaliate against any employee for requesting or using leave provided under or exercising any right allowed under applicable law. Any employee who feels that they have been discriminated or retaliated against in violation, should notify Human Resources immediately.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practice, we will comply with applicable law. Our paid sick leave practice will be interpreted and enforced consistent with applicable law. To the extent it is or appears to be inconsistent with applicable law, applicable law will govern.

## **MINNESOTA**

### **OPERATIONAL EXPENSES**

GreenState will reimburse Minnesota employees for reasonable and necessary business-related expenses incurred in the course of performing their job duties, provided such expenses are pre-approved and properly documented.

Reimbursable expenses may include mileage, lodging, meals, and other costs directly related to authorized business travel or activities. Employees must submit itemized receipts for all expenses except meals, parking meters, and baggage handling, unless otherwise required by collective bargaining agreements or compensation plans.

Expense reports should be submitted within 60 days of the expense being incurred. Expenses submitted after this period may be considered taxable income and may not be reimbursed

Non-reimbursable expenses include:

- Alcoholic beverages
- Personal travel costs
- Expenses for family members or companions
- Late fees or interest charges
- Entertainment or recreation costs
- Traffic or parking violations

Employees using personal vehicles for authorized business travel will be reimbursed at the current IRS mileage rate, unless a company vehicle was offered and declined, in which case a reduced rate may apply.

Employees with questions about expense eligibility or submission procedures should contact Human Resources.

### **ACCESS TO PERSONNEL FILES**

Employees have the opportunity to review their personnel file upon written request, once every six (6) months. GreenState will attempt to comply with a request within seven (7) workdays, if the file is located within the state, and within fourteen (14) workdays if the file is located outside of the state. The personnel file will be made available to the employee during normal business



hours at the employee's worksite or other nearby location and in the presence of a GreenState representative

Unless otherwise required by law, information such as letters of reference, results of employer testing, written comments of a personal nature about another employee, or written comments made by and kept in sole possession of the employee's manager are **not** part of the personnel record subject to review. An employee may have the opportunity to provide a written response, not to exceed five (5) pages, to any disputed information in their personnel record.

After reviewing their files, employees may receive a copy of their personnel file upon written request. For more information, contact your manager.

GreenState will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under Minnesota's Personnel Record Law, including as set forth above. GreenState reserves the right to deny review if the request is not made in good faith. Employees who have concerns regarding requests to review their personnel file, discrimination, or retaliation should promptly contact Human Resources.

## **LACTATION ACCOMMODATIONS**

The Company will provide reasonable break times each day to accommodate an employee's need to express milk. The break times may be taken concurrently with other break periods already provided to the employee. Lactation breaks will generally be paid, in accordance with state law. The Company will also provide the employee with the use of a clean, locked/secured room (other than a bathroom) or other such location in close proximity to the employee's work area with access to an electrical outlet in which to express milk in private. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this policy.

Employees who believe their rights have been violated under this law may contact the Human Resources Manager or the Minnesota Department of Labor and Industry's Labor Standard's Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or (651) 284-5075. Employees also have the right to file a civil lawsuit seeking relief.

## **PREGNANCY ACCOMMODATIONS**

The Company will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the accommodation would impose an undue hardship on the operation on the Company's business. A pregnant employee shall not be required to obtain the advice of a licensed health care provider or certified doula, nor will the Company claim undue hardship for the following accommodations: (1) more frequent or longer restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. The Company and employee will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

Reasonable accommodation may include but is not limited to temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or



job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. However, the Company will not be required to create a new or additional position in order to accommodate an employee or discharge an employee, transfer another employee with greater seniority, or promote an employee in order to accommodate an employee. Nothing in this policy shall be construed to affect any other provision of law relating to sex discrimination or pregnancy or in any way diminish the coverage of pregnancy, childbirth, or health conditions related to pregnancy or childbirth under any other provisions of any other law.

The Company may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

1. The date the reasonable accommodation became medically advisable;
2. The probable duration of the reasonable accommodation; and
3. An explanatory statement as to the medical advisability of the reasonable accommodation.

The Company will not require an employee to take a leave or accept an accommodation. The Company will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this policy. If an employee has any concerns about application of this policy, discrimination, or retaliation, please promptly contact Human Resources.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the Family and Medical Leave Act (FMLA) and/or any other leave where permitted by law. Employees who believe their rights have been violated under this law should contact Human Resources or the Minnesota Department of Labor and Industry's Labor Standard's Division at [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or (651) 284-5075. Employees also have the right to file a civil lawsuit seeking relief.

#### **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time for vacation, sick leave, personal leave, or any other reason allowed by law, including but not limited to the following purposes:

1. To care for the employee's own mental or physical illness, injury or health condition, including an employee's need for medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
2. To care for the employee's family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or the employee's family member, provided the absence is to: (a) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (b) obtain services from a victim services organization; (c) obtain psychological or other counseling; (d) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or (e) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

4. The closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. This includes but is not limited to closure by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency;
5. The employee's inability to work or telework (remote work) because the employee is: (a) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (b) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Company has requested a test or diagnosis;
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
7. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency; or
8. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure as well as the need to care for a family member due to Coronavirus symptoms, testing, infection, screening, quarantine, or vaccine-related complications.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time).

GreenState may require documentation for leave lasting two (2) or more consecutive days, to support the need for leave. GreenState will maintain the confidentiality of information provided in connection with leave to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Further, leave taken consistent with our practices will not count against any absenteeism practice and will not result in discipline, discharge, demotion, suspension, or any other adverse action.

GreenState will not discriminate or retaliate against an eligible employee because the employee has exercised rights under or applicable law in good faith. Such rights include, but are not limited to, requesting or using accrued or earned time, requesting a statement of accrued Sick and Safe Time, informing any person of their potential rights under applicable law or about any alleged violation by GreenState, making a complaint or filing an action to enforce a right to Sick and Safe Time or participating in any manner in an investigation, proceeding, or hearing under applicable law. An employee has the right to file a complaint or bring a civil action if Sick and Safe Time is denied by the employer or the employee is retaliated against for requesting or using Sick and Safe Time. However, an employee who misuses or abuses (e.g., misrepresents the reason for use of Sick and Safe Time) may be disciplined.

Please see the FTO/FTU practice in our Employee Handbook for additional information. Our FTO/FTU practice will be interpreted and enforced consistent with applicable law. To the extent it is or appears to be inconsistent with applicable law, applicable law will govern.

## **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or any other reason allowed by law, including but not limited to the following purposes:

1. To care for the employee's own mental or physical illness, injury or health condition, including an employee's need for medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
2. To care for the employee's family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, treatment of a mental or physical illness, injury or health condition, or preventative medical care;
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or the employee's family member, provided the absence is to: (a) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (b) obtain services from a victim services organization; (c) obtain psychological or other counseling; (d) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or (e) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;
4. The closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. This includes but is not limited to closure by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency;
5. The employee's inability to work or telework (remote work) because the employee is: (a) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (b) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Company has requested a test or diagnosis;
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
7. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency; or
8. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure as well as the need to care for a family member due to Coronavirus symptoms, testing, infection, screening, quarantine, or vaccine-related complications.

GreenState may require documentation for leave lasting two (2) or more consecutive days, to support the need for leave. GreenState will maintain the confidentiality of information provided in connection with leave to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Leave taken consistent with our practices will not count against any absenteeism practice and will not result in discipline, discharge, demotion, suspension, or any other adverse action.

GreenState will not discriminate or retaliate against an eligible employee because the employee has exercised rights under or applicable law in good faith. Such rights include, but are not limited to, requesting or using accrued or earned time, requesting a statement of accrued Sick and Safe Time, informing any person of their potential rights under applicable law or about any alleged violation by GreenState, making a complaint or filing an action to enforce a right to Sick and Safe Time or participating in any manner in an investigation, proceeding, or hearing under applicable law. An employee has the right to file a complaint or bring a civil action if Sick and Safe Time is denied by the employer or the employee is retaliated against for requesting or using Sick and Safe Time. However, an employee who misuses or abuses (e.g., misrepresents the reason for use of Sick and Safe Time) may be disciplined.

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practice, we will comply with applicable law. Our paid sick leave practice will be interpreted and enforced consistent with applicable law. To the extent this is or appears to be inconsistent with applicable law, applicable law will govern.

## **FAMILY MILITARY LEAVE AND LEAVE TO ATTEND MILITARY CEREMONIES**

Eligible employees who are the spouse, parent, child, grandparent, or sibling of a member of the United States Armed Forces who is injured or killed while engaged in active service may take up to ten (10) days of unpaid family military leave.

In addition, eligible employees who are the spouse, parent, legal guardian, child, grandparent, grandchild, sibling, or fiancé, of a member of the U.S. Armed Forces who has been ordered into active service in support of a war or other national emergency may take up to one (1) day of unpaid military ceremonies leave each calendar year to attend a send-off or homecoming ceremony for the service member. This leave may be limited to the actual time necessary for the employee to attend the ceremony. Additionally, GreenState may deny the request for leave if it would unduly disrupt Company operations.

Employees must provide GreenState with as much notice as possible of the need for leave.

## **MINNESOTA PAID FAMILY AND MEDICAL LEAVE**

Effective January 1, 2026, most Minnesota employees will be eligible to take paid family and medical leave. This benefit is paid and administered by the State of Minnesota, not by

GreenState. Accordingly, decisions regarding eligibility and payments will be made by the State, not by the Company.

### **Premium Rate**

The premium rate is a percentage of the employee's wages that will be collected by the State of Minnesota from the Company.

### **Eligible Employees**

Any employee who has earned at least 5.3% of the state average annual wage in the preceding 52-week period preceding the first date of leave is eligible (this includes wages earned by a previous employer during the 52-week period). Employees are eligible if they work at least 50% of their time in Minnesota, or if they live in Minnesota at least 50% of the time and perform some job duties in Minnesota.

### **Absences Eligible for Minnesota Paid Family and Medical Leave**

Eligible employees may receive benefits for any week in which the employee was unable to perform regular work for the following reasons:

- Medical leave for an individual employee due to a serious health condition, including pregnancy and childbirth (up to twelve (12) weeks); or
- Family or other types of leave, including a qualifying exigency, safety leave, family care, or bonding (up to twelve (12) weeks).

To claim paid leave under the program, the employee must have been unable to perform regular work for at least seven (7) calendar days related to a single qualifying event. The days must be consecutive, unless the leave is intermittent. The seven (7) calendar day qualifying event under this paragraph is a retroactively payable period, not an unpaid waiting period.

### **Amount of Minnesota Paid Family and Medical Leave**

Employees can take up to twelve (12) weeks of leave in each of the above two categories, with the limitation that an employee may take up to twenty (20) total weeks of leave if both types of leave are necessary within a benefit year. For example, if a pregnant employee takes twelve (12) weeks of medical leave during a benefit year related to the birth of her child, the employee would also be able to take up to eight (8) weeks of leave that year to care for her ill parent as family leave. There is a maximum of twenty (20) weeks total leave in a benefit year.

### **Intermittent Leave**

Intermittent leave may be taken in increments consistent with the Company's timekeeping policy, provided that the policy permits a minimum increment of at most one (1) calendar day of intermittent leave.

Parental Leave may be taken in one or two continuous work periods. If taken in two continuous work periods, the minimum time period one (1) workweek, unless otherwise required by law or approved by GreenState.

An applicant is not permitted to apply for payment for benefits associated with intermittent leave until the applicant has eight (8) hours of accumulated leave time, unless more than thirty (30) calendar days have lapsed since the initial taking of the leave.

### **Amount of Benefit**

Most employees will receive between 55% and 90% of their regular wages while on leave under this program, with a maximum weekly benefit set at the state average wage. In 2026 this is \$1,372 per week. The benefit amount is reviewed and updated by the state each October. Benefits are paid weekly.

### **Interaction with Other GreenState Benefits**

GreenState will pay 80 -100% of the employee's normal pay, reduced by the amount received from Minnesota's Paid Family and Medical Leave program. The amount of benefit paid is determined by GreenState's Paid Medical/Parental Leave program. If an employee receives benefits in excess of the employee's normal wages, the employee must refund the overpayment to GreenState.

### **Interaction with Other Leaves**

If a leave qualifies for coverage under other leave entitlements, such as Federal Family and Medical Leave (FMLA) or Minnesota Parental Leave, then Minnesota Paid Family and Medical Leave will run concurrently with those leaves and any other leave where allowed by law.

### **Job Protections**

Upon return from Minnesota Paid Family and Medical Leave, employees who have worked for the Company for at least ninety (90) days have the right to return to their job or to an equivalent position. Employee health insurance and other benefits must be continued during the leave period. Retaliation for taking leave is prohibited.

### **How to Apply for Benefits**

Information regarding how to apply for benefits under the Minnesota Paid Family and Medical Leave program can be accessed by visiting: <https://mn.gov/deed/paidleave/employees/>

### **Notice to the Company**

If the need for leave is foreseeable, an employee must provide the Company with at least thirty (30) days' advance notice before leave is to begin. If thirty (30) days' notice is not possible, notice must be given as soon as practicable. Whether leave is to be continuous or is to be taken intermittently, notice need only be given one time, but the employee must advise the Company as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. In those cases where the employee is required to provide at least thirty (30) days' notice of foreseeable leave and does not do so, the employee must explain the reasons why notice was not practicable upon request from the Company.



## Definitions

**Benefit Year:** The period of fifty-two (52) calendar weeks beginning the effective date of leave. For an effective date of leave that is any January 1, April 1, July 1, or October 1, the benefit year will be a period of fifty-three (53) calendar weeks.

**Bonding Leave:** Begins at a time requested by the employee. Bonding leave must end within twelve (12) months of the birth, adoption, or placement of a foster child, except that, in the case where the child must remain in the hospital longer than the mother, the leave must end within twelve (12) months after the child leaves the hospital. Employees may also use bonding leave before the actual placement or adoption of a child in situations that include but are not limited to where the employee may be required to:

1. Attend counseling sessions;
2. Appear in court;
3. Consult with the attorney or doctors representing the birth parent;
4. Submit to a physical examination; or
5. Travel to another country to complete an adoption.

**Family Member:** For purposes of this policy, a family member is defined as a:

1. Spouse or domestic partner;
2. Child, including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto custodian;
3. Parent or legal guardian of the applicant;
4. Sibling;
5. Grandchild (a child of the applicant's child);
6. Grandparent or spouse's grandparent;
7. Son-in-law or daughter-in-law; or
8. An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant care for the individual without compensation, whether or not the applicant and the individual reside together.

The term "parent" means the biological, adoptive, de facto custodian, or foster parent, stepparent, or legal guardian of an applicant or the applicant's spouse, or an individual who stood in loco parentis to an applicant when the applicant was a child.

**Pregnancy:** Includes prenatal care, incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage or related health conditions.

**Qualifying Exigency:** Is defined as a need arising out of a military member's active duty service or notice of an impending call or order to active duty in the United States armed forces, including providing for the care or other needs of the family member's child or other dependent, making financial or legal arrangements for the family member, attending counseling, attending military events or ceremonies, spending time with the family member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member. A "military member" means a current or former member of the United States armed forces, including a member of the National Guard or reserves, who, except for a deceased military member, is a resident of the state and is a family member of the applicant taking leave related to the qualifying exigency.

Safety Leave: Leave taken from work because of domestic abuse, sexual assault, or stalking of the applicant or applicant's family member, provided the leave is to:

1. Seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling.
4. Seek relocation due to the domestic abuse, sexual assault, or stalking; or
5. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

#### Serious Health Condition

(A) "Serious health condition" means a physical or mental illness, injury, impairment, condition, or substance use disorder that involves:

- (1) inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or
- (2) continuing treatment or supervision by a health care provider which includes any one or more of the following:
  - (i) a period of incapacity of seven or more days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - (a) treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances beyond the individual's control prevent a follow-up visit from occurring as planned, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; or
    - (b) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
      - (ii) a period of incapacity due to medical care related to pregnancy;
      - (iii) a period of incapacity or treatment for a chronic health condition that:
        - requires periodic visits, defined as at least twice a year, for treatment by a health care provider or under orders of, or on referral by, a health care provider;
        - continues over an extended period of time, including recurring episodes of a single underlying condition; and
        - may cause episodic rather than continuing periods of incapacity;
    - (iv) a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The applicant or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
    - (v) a period of absence to receive multiple treatments, including any period of recovery from the treatments, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for:
      - restorative surgery after an accident or other injury; or
      - a condition that would likely result in a period of incapacity of more than seven full calendar days in the absence of medical intervention or treatment.



- (B) For the purposes of paragraph (A), clauses (1) and (2), treatment by a health care provider means an in-person visit or telemedicine visit with a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider.
- (C) For the purposes of paragraph (A), treatment includes but is not limited to examinations to determine if a serious health condition exists and evaluations of the condition.
- (D) Absences attributable to incapacity under paragraph (A) qualify for leave under this chapter even if the applicant or the family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than seven consecutive, full calendar days.

Please contact Human Resources or the Minnesota Paid Leave Center at 1 (844) 556-0444 if you have any questions related to this program.

## **PREGNANCY AND FAMILY MEDICAL LEAVE FOR PREGNANCY**

Employees will be provided with up to twelve (12) weeks of unpaid parental leave that can be used for pregnancy, childbirth or related medical condition, as well as care or bonding with a newly born or adopted child. This leave is provided to both biological and adoptive parents, regardless of gender.

Leave may be taken at any time within twelve (12) months of the birth or adoption of the child. However, the leave may begin at a later date if the child remains hospitalized longer than the mother; in which case, leave must begin within twelve (12) months of the child's release from the hospital.

Employees requesting parental leave must provide as much advanced notice as possible of their need for leave. Notice must include the date leave is requested to start and the employee's anticipated return date.

Upon return from leave, employees will be placed in the position held when the leave commenced or in a position of equivalent seniority, duties, hours, and pay. However, if during such leave, GreenState experiences a layoff and the employee would have lost their position had the employee not been on leave, the employee will not be reinstated.

If you and/or your family participate in our group health plan, GreenState will maintain coverage during your leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, GreenState may recover premiums it paid to maintain health coverage or other benefits for you and your family.

GreenState will not discriminate or retaliate against an employee for requesting or obtaining leave. This leave may run concurrent with the Federal Family and Medical Leave Act and/or any other leave permitted by law. While leave under is unpaid, employees may use any paid leave available (e.g., Paid Medical Leave, Paid Parental Leave, Paid Sick Leave, etc.), assuming they are eligible and to the extent allowed by such practices, concurrent with any leave provided under this.

## **SCHOOL VISITATION LEAVE**

Employees who work an average of at least one-half the hours of full-time status are allowed up to sixteen (16) hours of unpaid leave during a 12-month period, to attend school conferences or school-related activities related to the employee's child (including foster child) that cannot be scheduled during non-work hours. This leave may also be used for childcare, pre-kindergarten, or special education program attendance.

As used in this, a "child" is an individual who is eighteen (18) years of age or an individual under age twenty (20) who attends secondary school.

While leave under is unpaid, employees may use any FTO/FTU or other paid leave available to run concurrent with leave, to the extent allowed.

## **MISSOURI**

No state-specific policies or practices required by law to be in the handbook.

However, additional state and local laws may provide employees with additional leave rights. To the extent the state or local laws give you any additional leave rights, we will comply with those laws. If you need time away from work for any reason, please check with Human Resources.

## **NEBRASKA**

### **FLEXIBLE TIME OFF (FTO) (SCHEDULED)/FLEXIBLE TIME OFF (FTU) (UNSCHEDULED) FOR NON-COMMISSIONED EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for FTO/FTU may use any such time for vacation, sick leave, personal leave, or any other reason allowed by law, including but not limited to the following purposes:

1. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care;
2. For a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. The employee's need to attend a meeting necessitated by their child's mental or physical illness, injury, or health condition at a school or place where the child is receiving care;
4. Closure of the employee's place of business by order of a public official due to a public health emergency or the employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
5. An employee's need to self-isolate or care for themselves or a family member when it has been determined by health authorities having jurisdiction or by a health care professional that the employee's or their family member's presence in the community may jeopardize the health of others due to exposure to a communicable disease, regardless of whether the employee or their family member actually contracted the disease.

Please note that unless otherwise required by law, leave is subject to the other usage terms outlined in our practices (including but not limited to amount of time which may be taken consecutively at any given time).

GreenState may require documentation for leave lasting more than three (3) consecutive days, to support the need for leave. If documentation cannot be provided by a healthcare professional within a reasonable time or without reasonable expense, a written statement by the employee indicating that the employee is taking or took paid sick leave for a qualifying purpose under this policy will be deemed acceptable. GreenState will maintain the information provided confidential, to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Further, leave taken consistent with our practices will not count against any absenteeism practice and will not result in discipline, discharge, demotion, suspension, or any other adverse action.

GreenState will not discriminate or retaliate against an employee for requesting or using leave provided under this policy or for exercising any right allowed under law, including: (1) an employee informing an individual about a potential violation of this policy by the Company, (2) the employee's right to participate in an investigation, hearing or proceeding or cooperating with or assisting the department in its investigation of any alleged violations of the law, or (3) the employee's right to inform any person(s) of their potential rights under the law. However, an employee who misuses or abuses (e.g., misrepresents the reason for use of sick leave) may be disciplined. An employee experiencing an alleged violation of this policy should notify Human Resources or may otherwise file a complaint with the Nebraska Department of Labor Standards at <https://dol.nebraska.gov/ContactUs> (phone: 402-471-2239).

Please see the FTO/FTU practice in our Employee Handbook for additional information. Our FTO/FTU practice will be interpreted and enforced consistent with applicable law. To the extent it is or appears to be inconsistent with applicable law, applicable law will govern.

## **PAID SICK LEAVE FOR COMMISSIONED, TEMPORARY, INTERN, AND SEASONAL EMPLOYEES**

Consistent with state paid sick leave requirements, employees eligible for paid sick leave may use any such time away from work for injury, illness or any other reason allowed by law, including but not limited to the following purposes:

1. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care;
2. For a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care;
3. The employee's need to attend a meeting necessitated by their child's mental or physical illness, injury, or health condition at a school or place where the child is receiving care;
4. Closure of the employee's place of business by order of a public official due to a public health emergency or the employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or

5. An employee's need to self-isolate or care for themselves or a family member when it has been determined by health authorities having jurisdiction or by a health care professional that the employee's or their family member's presence in the community may jeopardize the health of others due to exposure to a communicable disease, regardless of whether the employee or their family member actually contracted the disease.

GreenState may require documentation for leave lasting more than three (3) consecutive days, to support the need for leave. If documentation cannot be provided by a healthcare professional within a reasonable time or without reasonable expense, a written statement by the employee indicating that the employee is taking or took paid sick leave for a qualifying purpose under this policy will be deemed acceptable. GreenState will maintain the information provided confidential, to the extent required by law.

Employees will not be required to make-up any such time or to find a replacement while on leave. Further, leave taken consistent with our practices will not count against any absenteeism practice and will not result in discipline, discharge, demotion, suspension, or any other adverse action.

GreenState will not discriminate or retaliate against an employee for requesting or using leave provided under this policy or for exercising any right allowed under law, including: (1) an employee informing an individual about a potential violation of this policy by the Company, (2) the employee's right to participate in an investigation, hearing or proceeding or cooperating with or assisting the department in its investigation of any alleged violations of the law, or (3) the employee's right to inform any person(s) of their potential rights under the law. However, an employee who misuses or abuses (e.g., misrepresents the reason for use of sick leave) may be disciplined. An employee experiencing an alleged violation of this policy should notify Human Resources or may otherwise file a complaint with the Nebraska Department of Labor Standards at <https://dol.nebraska.gov/ContactUs> (phone: 402-471-2239).

Leave provided under may run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law.

In the rare event applicable law requires us to provide any additional sick leave in excess of our practice, we will comply with applicable law. Our paid sick leave practice will be interpreted and enforced consistent with applicable law. To the extent this is or appears to be inconsistent with applicable law, applicable law will govern.

## **FAMILY MILITARY LEAVE**

Eligible employees who are the spouse or parent of a person called to serve 179 or more days in the military may take up to thirty (30) days of unpaid family military leave during the military service member's deployment.

To be eligible for family military leave, employees must have been employed by GreenState for twelve (12) months and worked 1,250 hours during the 12-month period immediately preceding the start of the leave.

Employees must provide GreenState with at least fourteen (14) days' notice for leave lasting five (5) or more consecutive workdays. For leaves of less than five (5) days, employees must provide GreenState with as much notice as possible.

Employees must provide certification from the proper military authority to verify eligibility for the leave requested.

## **SEPARATION FROM EMPLOYMENT**

GreenState pays eligible employees for unused Sabbatical Leave at the end of employment. Employees who are not eligible for Sabbatical Leave will not be paid for any such time at the end of employment.

## **OHIO**

### **FAMILY MILITARY LEAVE**

GreenState provides eligible employees with unpaid leave of up to ten (10) days or eighty (80) hours (whichever is less) when necessary for family-related military leave.

#### **Eligibility**

To be eligible for leave, the employee:

1. Must be the parent (including individuals with current or previous legal custody) or spouse of a Uniformed Service member who is (a) called to active duty for a period of at least thirty (30) days or more; or (b) who is injured, wounded, or hospitalized while serving on active duty in the Uniformed Services;
2. Must have completed at least twelve (12) consecutive months of employment with GreenState and worked at least 1,250 hours in the twelve (12) month period immediately preceding leave; and
3. Does not have any other leave available for the employee's use except sick or disability leave.

#### **Notice and Scheduling**

Where foreseeable, employees must provide at least fourteen (14) days advance notice of their request for leave. Where not foreseeable (such as where leave is necessary due to injury, wound or hospitalization), employee must provide notice as soon as possible, at least two (2) days in advance, if possible. Leave must be taken no more than two (2) weeks before or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.

#### **Certification**

GreenState may require certification from the appropriate military authority to verify that the employee satisfies the conditions described above.

## **Continuation of Benefits**

Generally, leave will be unpaid unless the employee chooses to use available paid time off to run concurrent with leave under and will be taken with continuation of the same benefits as the employee normally earns during work hours. The employee is responsible for the same proportion of the cost of benefits as the employee regularly pays during periods of time when they are not on leave.

## **Return from Leave**

Upon the completion of leave, GreenState will typically restore the employee to their same position or to a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

## **Interaction with Other Leaves**

Leave provided under will run concurrent with Federal Family and Medical Leave and/or any other leave allowed by law. While leave under is unpaid, employees may use any paid leave available, assuming they are eligible, and to the extent allowed by those, to run concurrent with leave under (e.g., Paid Medical Leave, Paid Sick Leave, etc.).

## **PENNSYLVANIA**

### **OPERATIONAL EXPENSES**

GreenState will reimburse Pennsylvania employees for reasonable, necessary, and work-related expenses incurred in the performance of their job duties, provided such expenses are pre-approved and properly documented.

While Pennsylvania does not have a specific statute requiring expense reimbursement, the Pennsylvania Department of Revenue recognizes that ordinary, necessary, and directly job-related expenses must be reimbursed when they are unavoidable and not covered by the employer.

Examples include travel, lodging, mileage, and tools or equipment required for the role. Employees must submit itemized receipts and documentation for all reimbursable expenses. Reimbursement requests should be submitted within 60 days of the expense being incurred. Late submissions may not be reimbursed and could be considered taxable income.

Non-reimbursable expenses include:

- Personal or non-business-related costs
- Alcoholic beverages
- Expenses for family members or companions
- Entertainment or recreation
- Traffic or parking violations

Employees using personal vehicles for business travel will be reimbursed at the current IRS mileage rate, unless otherwise specified.

Employees with questions about expense eligibility or submission procedures should contact Human Resources.

## ***SOUTH CAROLINA***

Our company is an at-will employer. This means that regardless of any provision in this Employee Handbook, either you or GreenState may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the Employee Handbook, this addendum, or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee, or representative of GreenState is authorized to enter into an agreement—express or implied—with any employee for employment other than at-will unless those agreements are in a written contract signed by GreenState’s Chief People Officer or President/CEO.

## **LACTATION ACCOMMODATIONS**

GreenState will provide a reasonable amount of break time to accommodate an employee’s need to express breast milk for their infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for additional lactation breaks that do not run concurrently with normally scheduled rest periods. Such additional breaks will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in the workplace, other than a bathroom, in close proximity to the employee’s work area for the employee to express milk in private.

## ***SOUTH DAKOTA***

### **OPERATIONAL EXPENSES**

In accordance with South Dakota law (§ 60-2-1), GreenState will reimburse employees for necessary expenses or losses incurred as a direct consequence of performing their job duties or following the direction of the employer, even if the direction was later found to be unlawful—unless the employee knew the direction was unlawful at the time.

Reimbursable expenses may include, but are not limited to:

- Travel, lodging, and meals for approved business trips
- Mileage for use of personal vehicles for business purposes
- Tools, equipment, or supplies required to perform job duties
- Other costs incurred at the direction of the employer

Employees must submit itemized receipts and documentation for all expenses. Reimbursement requests should be submitted within 60 days of the expense being incurred. Late submissions may not be reimbursed.

Employees with questions about expense eligibility or submission procedures should contact Human Resources.



## **TENNESSEE**

### **LACTATION ACCOMMODATION**

The Company will provide a reasonable amount of unpaid break time to accommodate an employee's need to express breast milk for their infant child. The break time should, if possible, be taken concurrently with other break periods already provided. The Company will also make reasonable efforts to provide the use of a room or other location in close proximity to the employee's work area, other than a bathroom, to express milk in private.

### **Tennessee Anti-Bullying Policy**

GreenState is committed to maintaining a respectful, safe, and inclusive work environment. In accordance with the Tennessee Healthy Workplace Act, GreenState prohibits abusive conduct in the workplace, including behavior that a reasonable person would find intimidating, humiliating, threatening, or sabotaging to work performance.

Although private employers in Tennessee are not required to adopt an anti-bullying policy, those who do may receive legal immunity from certain emotional distress claims. GreenState has adopted this policy to promote a healthy workplace and to protect both employees and the organization.

Abusive conduct includes, but is not limited to:

- Repeated verbal abuse (e.g., derogatory remarks, insults, epithets)
- Threatening, intimidating, or humiliating behavior (verbal, nonverbal, or physical)
- Deliberate sabotage or undermining of an employee's work performance

Reporting and Response Employees who experience or witness workplace bullying are encouraged to report the behavior to Human Resources. Reports will be handled promptly, confidentially, and without retaliation.

Immunity Provision By adopting this policy in alignment with the Tennessee Advisory Commission on Intergovernmental Relations (TACIR) model or equivalent standards, GreenState may be eligible for immunity from lawsuits related to negligent or intentional infliction of mental anguish caused by workplace bullying.

## **TEXAS**

No state-specific practices required by law to be in the Handbook.

However, additional state and local laws may provide employees with additional leave rights. To the extent the state or local laws give you any additional leave rights, we will comply with those laws. If you need time away from work for any reason, please check with Human Resources.

## **VIRGINIA**

### **LACTATION ACCOMMODATION**



The Company will provide a reasonable amount of unpaid break time to accommodate an employee's need to express breast milk for their infant child. The break time should, if possible, be taken concurrently with other break periods already provided. The Company will also make reasonable efforts to provide the use of a room or other location in close proximity to the employee's work area, other than a bathroom, to express milk in private.

## **WISCONSIN**

### **WISCONSIN FAMILY AND MEDICAL LEAVE**

GreenState provides unpaid leave in accordance with the Wisconsin Family Medical Leave Act ("WFMLA") for eligible employees related to their own serious health condition, the serious health condition of a parent, child or spouse, or for the birth or adoption of a child.

#### **Employee Eligibility**

To be eligible for WFMLA, employees must:

1. Have worked at least twelve (12) months for GreenState; and
2. Have worked at least 1,000 hours for GreenState over the last twelve (12) months preceding a request for leave.

#### **Medical Leave**

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave for their own serious health condition resulting if the employee is unable to perform their job duties. The leave may be scheduled as medically necessary. The employee must make requests for planned leave in advance in a reasonable and practicable manner whenever possible. GreenState may require certification from a health care provider. It may also require a second opinion regarding the information in the certification at its own expense.

A "serious health condition" is a disabling physical or mental illness, injury, impairment or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider.

#### **Family Leave**

In any twelve (12) month period, an eligible employee may take up to two (2) weeks of unpaid leave to care for a parent, child, domestic partner, or spouse with a serious health condition. The employee must give GreenState advance notice of their need for leave as far in advance as possible.

Additionally, the employee must make reasonable attempts to follow the directions of the health care provider in a way that will cause the least disruption to GreenState's operations. The leave may be taken as a partial absence where it does not disrupt GreenState's operations. GreenState may require certification from a health care provider. It may also require a second opinion regarding the information in the certification at its own expense.

## **Childbirth or Adoption Leave**

In any twelve (12) month period, an eligible employee may take up to six (6) weeks of unpaid leave for the birth or adoption of a child. The leave must begin within sixteen (16) weeks of the birth or placement of the child. The employee must provide GreenState with notice of the expected birth or child placement, and GreenState and employee must reasonably consider GreenState's needs before scheduling the leave. The leave may be taken as a partial absence where it does not unduly disrupt operations.

## **Maintenance of Health Benefits**

If employees and/or their families participate in GreenState's group health plan, GreenState will maintain coverage during their WFMLA leave on the same terms as if they had continued to work. If applicable, employees must make arrangements to pay their share of health care premiums while on leave. In some instances, GreenState may recover premiums it paid to maintain health coverage or other benefits for employees and their family. Use of WFMLA will not result in the loss of any employment benefit that accrued prior to the start of employees' leave. Please consult the applicable plan document for all information regarding eligibility, coverage and benefits.

## **Use of Paid Leave**

Employees may use paid leave (such as Paid Medical Leave, Paid Sick Leave, etc.) to run concurrent with time provided. Employees may also be eligible for other paid benefits such as workers' compensation, if applicable.

## **No Discrimination or Retaliation**

GreenState will not interfere with, restrain, or deny any employee's exercise of their rights provided under the WFMLA. Any employee who believes they have been discriminated or retaliated against for exercising their rights, should notify Human Resources.

## **Job Restoration**

Upon returning from WFMLA leave, employees will be restored to their original job or to an equivalent job with equivalent pay, benefits, shift, hours, work, and other employment terms and conditions.

## **Failure to Return after WFMLA**

If employees fail to return to work as scheduled after WFMLA leave or exceed their leave WFMLA entitlements, they will be subject to GreenState's standard leave of absence and attendance practices. This may result in termination if employees have no other GreenState-provided leave available that apply to their continued absence. Likewise, following the conclusion of WFMLA, GreenState's obligation to maintain group health plan benefits may end (subject to any applicable COBRA rights).

## **Concurrent Leave**

Leave taken under and other GreenState practices, including GreenState's Federal Family and Medical Leave Act, may run concurrently.