



# VanderHouwen

Recruiting • Relationships • Opportunity

## **Illinois Contractor Addendum** **Effective November 2024**

### **Equal Employment Opportunity**

VanderHouwen is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status or work authorization status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. VanderHouwen will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

VanderHouwen also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history.

### **Pregnancy Accommodation**

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on VanderHouwen's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to VanderHouwen of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to VanderHouwen's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is



reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt VanderHouwen operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to VanderHouwen Human Resources as soon as possible and practical and in a manner that is reasonable and practicable.

VanderHouwen may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to VanderHouwen.

VanderHouwen will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will VanderHouwen retaliate against applicants or employees who request, use, or attempt to use accommodations or otherwise exercise their rights under the IHRA.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

### **Accommodation for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence**

VanderHouwen will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic, sexual or gender violence (including sexual assault and stalking) or any other crime of violence or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on VanderHouwen's business operations.

For purposes of this policy, a "family or household member" means a: spouse; civil union partner; parent; grandparent; child (regardless of age or disability); grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other 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); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace, or a work requirement in response to actual or threatened domestic, sexual or gender violence or any other crime of violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;



# VanderHouwen

Recruiting • Relationships • Opportunity

- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under VanderHouwen's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy and should consult that policy and/or VanderHouwen Human Resources for additional information.

VanderHouwen will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or any other crime of violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

VanderHouwen will keep all information pertaining to an employee's request for an accommodation confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal, state, or local law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

## **Religious Accommodation**

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing, or facial hair in accordance with the requirements of their religion. In accordance with the Illinois Human Rights Act (IHRA), VanderHouwen will provide a reasonable accommodation unless such accommodation will impose an undue hardship on VanderHouwen's business operations.

VanderHouwen will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will VanderHouwen retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the IHRA. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact VanderHouwen Human Resources.

## **Sexual and Other Unlawful Harassment**

VanderHouwen is committed to providing a work environment free of harassment. VanderHouwen complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. VanderHouwen will not



# VanderHouwen

Recruiting • Relationships • Opportunity

tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. VanderHouwen's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of VanderHouwen, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors or temporary or seasonal workers.

All employees are expected to comply with VanderHouwen's Sexual and Other Unlawful Harassment policy as set forth in the New Hire Orientation. While the Sexual and Other Unlawful Harassment policy sets forth VanderHouwen's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit VanderHouwen's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the New Hire Orientation, any employee who believes that they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

- Chicago Office: James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- Springfield Office: 535 W. Jefferson Street, 1st Floor, Springfield, Illinois 62702, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.
- Website: [www.illinois.gov/dhr](http://www.illinois.gov/dhr). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

Employees may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

## **Access to Personnel Files**

Employees can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access his or her personnel file must be in writing and provide the email address or mailing address identified in the request. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after VanderHouwen receives their written request. If VanderHouwen is unable to provide access to the personnel file within seven working days, VanderHouwen will do so within the next seven working days. Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.



# VanderHouwen

Recruiting • Relationships • Opportunity

Employees who are involved in a current grievance against VanderHouwen may designate, in writing, a representative to inspect their personnel file.

Personnel file documents do not include letters of reference, materials that are used by VanderHouwen to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the test, certain personal information about people other than the employee, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in his or her personnel file or medical records, the employee may request that VanderHouwen remove or correct such information. If the employee and VanderHouwen cannot agree upon such removal or correction, the employee may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

## **Mandatory Time Off/Day of Rest**

VanderHouwen will provide nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every calendar week. Certain exceptions may apply.

## **Family Military Leave**

Eligible employees who are the spouse, parent, child, or grandparent of a person called to military service are entitled to up to 30 days of unpaid leave during the time federal or state deployment orders are in effect. To be eligible for leave, employees must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

The Company may require verification of an employee's eligibility for leave from the proper military authority.

Employees may not take family military leave until they have exhausted all accrued Illinois Paid Leave or any other leave granted to employees, with the exception of sick and disability leave.

Employees taking family military leave for five or more consecutive workdays must notify their Client Supervisor and VanderHouwen Human Resources of the intended date of the leave at least 14 days in advance.

If possible, employees must consult with their Client Supervisor regarding the scheduling of leave to minimize disruption to the client's operations. Employees taking family military leave for fewer than five consecutive days must give their Client Supervisor as much advance notice as is practicable.



# VanderHouwen

Recruiting • Relationships • Opportunity

During family military leave, employees may continue any benefits, if applicable, at their own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment.

The Company will not discriminate against, or tolerate discrimination against, any employee who seeks or obtains leave under this policy.

## **Military Leave**

In addition to the military leave rights set forth in the New Hire Orientation and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, members of the US Armed Forces, the National Guard of any state or territory regardless of status and the Illinois State Guard, as well as those serving in a federally recognized auxiliary of the United States Armed forces and performing official duties in support of military or civilian authorities as a result of an emergency, are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the New Hire Orientation.

Employees are entitled to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, "military service" includes:

- Service (active or reserve) in the US Armed Forces, the National Guard of any state or territory regardless of status, and the Illinois State Guard;
- Service in a federally recognized auxiliary of the US Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or aggravated during a period of active service and the treatment is paid for by the US Department of Defense Military Health System.

Also for purposes of this policy, "active service" means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to: annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations and muster duty. Active service includes active service without pay.

VanderHouwen may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee's medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency, or duration of their leave. VanderHouwen may bring concerns



# VanderHouwen

Recruiting • Relationships • Opportunity

over the timing, frequency or duration of military leave to the attention of the appropriate military authority but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Accrued, unused Illinois Paid Leave will be paid during military leave at the employee's request.

## Reinstatement

In order to be eligible for reinstatement, an employee must have completed his or her service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than the rating that the employee received for the rated period immediately prior to his or her absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

## **Illinois Paid Leave**

The Company provides paid leave to eligible employees in compliance with the Paid Leave for All Workers Act (PLAWA).

### Eligibility

All employees working in Illinois for the Company are eligible to receive paid leave under this policy, except employees who are eligible under either the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance.

### Accrual and Carryover of Illinois Paid Leave

Employees begin to accrue paid leave on their first calendar day of employment with the Company or their date of eligibility, whichever is later.

Paid leave accrues at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is the employee's anniversary year starting on their date of hire.

Employees accrue leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued but unused paid leave from one benefit year to the next. The Company does not pay out any unused paid leave at year-end in lieu of carryover.

To determine the amount of paid leave available for use, employees may review their paystubs in Paylocity. For assistance contact [Payroll@vanderhouwen.com](mailto:Payroll@vanderhouwen.com).



# VanderHouwen

Recruiting • Relationships • Opportunity

## Using Illinois Paid Leave

Employees cannot use paid leave until their 90th calendar day of employment with the Company. After that, employees may use paid leave as it accrues.

Paid leave may be used for any reason of the employee's choosing, so long as such use is in accordance with this policy and applicable law. However, employees are not required to provide the Company with a reason for their absence.

Employees may use a maximum of 40 hours of paid leave per benefit year.

Employees must use paid leave in an initial increment of at least one hour per day, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

## Notice Required

If the need to use paid leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven calendar days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources. If the need to use paid leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable after the employee is aware of the need to take leave.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of paid leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

An employee's request for paid leave may be denied if it would interfere with the operational needs of the business for reasons such as:

- Maintaining minimum staffing thresholds to operate the business;
- Accommodating other employees' leave and time off requests, especially during holidays or the end of the year;
- Meeting customer service expectations and deadlines;
- Production issues; or
- Holiday periods or particularly busy times of the year.

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence, so that the absence may be designated as paid leave accordingly.





# VanderHouwen

Recruiting • Relationships • Opportunity

In general, the Company will not require documentation or certification as proof or in support of paid leave unless permitted under another applicable law, such as the federal Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA).

## Discipline for Unprotected Use of Illinois Paid Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses paid leave in a manner not consistent with applicable law; or
- Violates this policy's requirements concerning requesting, using and/or recording use of paid leave.

## Rate of Pay

The rate of pay is calculated in accordance with applicable law.

## Separation From Employment and Rehire

The Company does not pay employees for unused paid leave at any time, including upon separation from employment, for any reason.

If an employee's employment with the Company ends and the employee is rehired within 12 months of employment ending, the employee's previously accrued but unused paid leave balance will be reinstated and made available for use in accordance with applicable law.

## Antidiscrimination and Retaliation

If the use of paid leave complies with the requirements of this policy and applicable law, the Company will not count employees' use of paid leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights or supporting someone else's rights under the law.

## Additional Information

Employees who have questions about this Illinois Paid Leave policy should contact VanderHouwen Human Resources.

## **School Visitation Leave**



# VanderHouwen

Recruiting • Relationships • Opportunity

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for VanderHouwen for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued Illinois Paid Leave (not including sick or disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance to VanderHouwen Human Resources.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child, if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their Client Supervisor to schedule the leave so as not to unduly disrupt the client's business operations. Time off under this policy will be unpaid unless employees are using accrued Illinois Paid Leave.

Employees must provide VanderHouwen Human Resources with verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

Your Client Supervisor may allow, but not require, employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Please check in with the client to see if they allow contractors to flex their time.

VanderHouwen will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

## **Emergency Responder Leave**

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. VanderHouwen also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours.

Employees must make a reasonable effort to notify VanderHouwen Human Resources of an emergency call. Upon return, VanderHouwen may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay unless employees choose to use accrued Illinois Paid Leave.



## **Blood and Organ Donor Leave**

Upon request, eligible employees will be allowed paid leave to donate an organ or to donate, or attempt to donate, blood.

"Eligible employees" are full-time employees who have been employed by the Company for six months or longer and have obtained approval from VanderHouwen Human Resources for the time off.

For blood donation, an eligible employee can use up to one hour of paid leave to donate, or attempt to donate, blood every 56 days.

Employees who attempt to donate blood but are unsuccessful (as determined by the blood bank) will still be charged the blood donor leave.

For organ donation, eligible employees will be allowed up to 10 days of leave in any 12-month period to serve as an organ donor.

Employees will not be required to use accrued or future sick leave while taking time off to donate blood or an organ.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify VanderHouwen Human Resources.

## **Child Extended Bereavement Leave**

Full-time employees who have worked for the Company for at least two weeks and experience the loss of a child by suicide or homicide may take up to 12 weeks of unpaid child bereavement leave.

For purposes of this policy, a "child" is defined to include an employee's biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing *in loco parentis* (in the place of a parent).

Leave under this policy may be taken in a single continuous period or intermittently in increments of at least four hours. Leave must be completed within one year after the employee notifies the Company of the loss.

An employee must provide VanderHouwen Human Resources with reasonable advance notice of the employee's intention to take child extended bereavement leave, unless providing such notice is not reasonable and practicable. VanderHouwen may request reasonable documentation from the employee stating the cause of death.

Child extended bereavement leave under this policy is unpaid. Employees may elect to substitute other types of leave for child extended bereavement leave, including but not limited to any available paid or unpaid leave to which they are entitled, such as accrued Illinois Paid Leave. While child extended bereavement leave does not run concurrently with leave under the federal Family and Medical Leave Act



# VanderHouwen

Recruiting • Relationships • Opportunity

(Fed-FMLA), employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy. Upon return from child extended bereavement leave, the employee will be restored to the position the employee held when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Child extended bereavement leave will not result in the loss of any employment benefit accrued prior to the start of leave.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois Child Extended Bereavement Leave Act (CEBLA), opposed practices the employee believed to be in violation of the CEBLA or supported the exercise of another person's rights under the CEBLA.

## **Civil Air Patrol Leave**

Eligible employees who are members of the Civil Air Patrol may be entitled to up to 30 days of unpaid leave for the purpose of serving on a Civil Air Patrol mission. "Eligible employees" are those who have worked for the Company for 12 months and have worked 1,250 hours during the 12-month period immediately preceding the leave request.

If the leave will last five or more consecutive workdays, employees must provide at least 14 days' notice of the intended date upon which the leave will begin. If the leave will last fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their Client Supervisors and VanderHouwen Human Resources about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave.

Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave, unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on Civil Air Patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

## **Election Judge Leave**

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid unless employees choose to use accrued Illinois Paid Leave.

## **Jury Duty Leave**

VanderHouwen encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no



# VanderHouwen

Recruiting • Relationships • Opportunity

circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy. Additionally, employees who work for VanderHouwen at night will not be required to work while serving on a jury during the day.

Employees must provide the Client Supervisor and VanderHouwen Human Resources with notice of any jury summons or subpoena within 10 days after receipt. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable unless an employee chooses to use accrued Illinois Paid Leave. Employees serving on a jury will be entitled to participate in insurance and other benefits under the same terms as other employees on a leave of absence. Upon return, employees will be reinstated to their former position without loss of seniority.

## **Witness Leave**

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Leave under this policy will be unpaid unless employees choose to use accrued Illinois Paid Leave.

Employees who are victims of domestic, sexual or gender violence or any criminal violence, or whose family member is such a victim, will also be allowed time off in connection with related court proceedings in accordance with VanderHouwen's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy.

## **Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence**

Eligible employees will be allowed up to 12 weeks of unpaid leave in any 12-month period to address domestic violence, sexual violence, gender violence or any other crime of violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual or gender violence or any other crime of violence; or
- The employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence and their interests are not adverse to the employee as it relates to domestic violence, sexual violence, gender violence or any other crime of violence.

For purposes of this policy, a "victim" includes:

- A person who was killed or injured while attempting to assist a person against whom a crime was being perpetrated or attempted or while assisting law enforcement at the request of law enforcement;
- A person who personally witnessed a violent crime; and
- A person who will be called as a witness by the prosecution to establish a necessary nexus between an offender and violent crime.



# VanderHouwen

Recruiting • Relationships • Opportunity

A "family or household member" means:

- Spouse or civil union partner;
- Parent;
- Grandparent;
- Child;
- Grandchild;
- Sibling;
- Other person related by blood or by present or prior marriage or civil union;
- Other 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); or
- A person jointly residing in the same household with the employee.

Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism and armed violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a covered family or household member:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence or any other crime of violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Participate in safety planning, relocate temporarily or permanently or take other actions to increase safety from future domestic, sexual or gender violence or any other crime of violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil, criminal or military legal proceeding relating to or derived from domestic, sexual or gender violence or any other crime of violence.
- Engage in bereavement activities, which are defined as follows:
  - Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
  - Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
  - Grieving the death of a family or household member who is killed in a crime of violence.

Leave may be taken consecutively, intermittently or on a reduced-schedule basis.

Except in certain circumstances pertaining to bereavement activities, leave under this policy is limited to 12 workweeks in any 12-month period. If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (Fed-FMLA). However, employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy.

Employees may take a cumulative total of two workweeks (10 workdays) of leave for bereavement activities, and such leave must be concluded within 60 days after the date on which the employee receives notice of the death of their family or household member.



# VanderHouwen

Recruiting • Relationships • Opportunity

Employees seeking leave under this policy must provide at least 48 hours' advance notice unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence. Employees must respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. The employee must also provide the following documents, if they have them:

- Documentation from a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual or gender violence or any other crime of violence;
- A police, court or military record; or
- A death certificate, published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency, documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence.

The employee can choose which document to submit. The Company will not request or require that more than one document be submitted in the 12 months following the initial request for or use of leave, if the reason for leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence.

The Company will keep confidential all information pertaining to an employee's request for leave and/or certification of the need for leave, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available accrued sick leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. The Company also does not discriminate against applicants or employees who: are, or are perceived to be, victims of domestic, sexual or gender violence or any criminal violence; have a family or household member who is, or is perceived to be, a victim of domestic, sexual or gender violence or any other criminal violence; or attended, participated in, prepared for or requested leave to attend, participate in or prepare for a criminal or civil court proceeding, or a court-martial or nonjudicial punishment proceeding under the Uniform Code of Military Justice, relating to an incident of domestic violence, sexual violence, gender violence or any criminal violence of which the employee or their family or household member was a victim.

## **Time Off to Vote**

VanderHouwen encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.



Employees who have fewer than two consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. VanderHouwen may specify when the leave must be taken.

Employees must provide notice to VanderHouwen Human Resources of the need for time off prior to Election Day.

Proof of having voted may be required.

### **Child Bereavement Leave**

Upon request, eligible employees will be allowed a maximum of two weeks (10 workdays) of bereavement leave in connection with the death of an employee's child. For purposes of this policy, "child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in *loco parentis* (in the place of a parent).

"Eligible employees" have the same definition as that under the federal Family and Medical Leave Act (FMLA). Thus, in order to be eligible for leave under this policy, an employee must: (1) have worked for VanderHouwen for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by VanderHouwen within 75 miles, as of the date the leave is requested. If employees are unsure whether they qualify, they should contact VanderHouwen Human Resources.

Eligible employees may take leave under this policy for any of the following reasons:

- To attend the funeral (or funeral alternative) of the child;
- To make arrangements necessitated by the death of the child; or
- To grieve the death of the child.

Child bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of his or her child. In the event of the death of more than one child within a 12-month period, an employee may take two weeks of leave per child, up to a total of six weeks of bereavement leave during a 12-month period.

Employees may elect to substitute other types of leave for child bereavement leave, including but not limited to any available paid or unpaid leave, such as Illinois Paid Leave. While child bereavement leave does not run concurrently with leave provided under the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

An employee must provide VanderHouwen Human Resources with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable. VanderHouwen may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

VanderHouwen will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy.





## **Meal Breaks**

Employees who work seven and one-half or more consecutive hours will be provided at least one 20-minute meal break, no later than five hours after the start of work. During the break, employees will be relieved of all duties.

An uninterrupted meal break lasting 30 or more minutes will be unpaid.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify VanderHouwen Human Resources.

## **Lactation Accommodation**

VanderHouwen Clients will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the employee should work with their Client Supervisor regarding scheduling.

VanderHouwen Clients will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their Client Supervisor or VanderHouwen Human Resources the location to express and store their breast milk and to make any other arrangements under this policy.

VanderHouwen strictly prohibits discrimination against or harassment of employees because they are breastfeeding employees and request or take breaks in accordance with this policy.

## **Discussion of Wages**

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing his or her wages or the wages of another employee. VanderHouwen will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

VanderHouwen also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise his or her rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of VanderHouwen, make unauthorized disclosure of that information.

## **Smoke-Free Workplace**



# VanderHouwen

Recruiting • Relationships • Opportunity

Illinois companies prohibit smoking, including the use of electronic cigarettes, in the workplace and within 15 feet of any entrance to the workplace. Employees wishing to smoke must do so outside client facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their Client Supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates Illinois law or this policy.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

## **Cell Phone Use / Texting While Driving**

As set forth in the New Hire Orientation, VanderHouwen prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes. Employees should also be aware that using a handheld electronic communication device (including a cellular phone, tablet or computer) for any reason (including to watch or stream video, participate in any video conferencing application or access a social media site) while driving is a violation of Illinois law, in addition to being a violation of VanderHouwen policy.

## **Chicago Policies**

### **Sexual and Other Unlawful Harassment (Chicago)**

Sexual harassment is illegal in Chicago, in addition to being unlawful under state and federal laws. VanderHouwen is committed to providing a work environment free of harassment. The Company complies with Illinois and Chicago law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, lawful source of income or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

The Company's sexual and other unlawful harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of VanderHouwen, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

Under Chicago's Human Rights Ordinance, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature;
- 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; or
- Requests for sexual favors or conduct of a sexual nature when:



# VanderHouwen

Recruiting • Relationships • Opportunity

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
- 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.

Conduct that may be considered sexual harassment includes, but is not limited to:

- Repeated, unwelcome sexually suggestive comments, gestures, emails, or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit, such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion, or other favorable treatment in the workplace.

All employees are expected to comply with the Company's Sexual and Other Unlawful Harassment policy set forth in the New Hire Orientation. While the Sexual and Other Unlawful Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, that policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

All employees are required to participate in at least one hour of sexual harassment prevention training and one hour of bystander training on an annual basis. Anyone who supervises or manages employees is required to participate in a minimum of two hours of sexually harassment prevention training, annually.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in the New Hire Orientation, any employee who believes they have been harassed or discriminated against may file a complaint with the federal Equal Employment Opportunity Commission, the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The EEOC can be reached at the following Illinois locations:

- **Chicago District Office:** JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604.
- **St. Louis District Office:** Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103.

Website: [www.eeoc.gov](http://www.eeoc.gov)

Telephone: (800) 669-4000, (800) 669-6820 (TTY), (844) 234-5122 (ASL Video Phone).



# VanderHouwen

Recruiting • Relationships • Opportunity

The IDHR can be reached at the following locations:

- **Chicago Office:** 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- **Springfield Office:** 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: [dhr.illinois.gov/](http://dhr.illinois.gov/). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>.

## **Paid Sick Leave (Chicago)**

The Company provides eligible employees with sick leave pursuant to the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (Ordinance).

### Eligibility

All employees of the Company are eligible to receive paid sick leave under this policy if they work at least 80 hours within any 120-day period in the City of Chicago.

### Accrual and Carryover of Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of date of eligibility under the Ordinance, whichever is later.

Sick leave accrues at a rate of one hour for every 35 hours worked in Chicago, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is the employee's anniversary year starting on their date of hire.

Employees accrue sick leave based on all hours worked, including overtime.

Employees may carry over up to 80 hours of accrued but unused sick leave from one benefit year to the next. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

To determine the amount of sick leave available for use, employees may review their paystubs in Paylocity. For assistance contact [Payroll@vanderhouwen.com](mailto:Payroll@vanderhouwen.com).



# VanderHouwen

Recruiting • Relationships • Opportunity

## Using Leave

Employees cannot use sick leave until their 30th calendar day of employment with the Company. After that, employees may use sick leave as it is accrued.

Employees may only use sick leave during their regular work week. Employees must use sick leave in an initial increment of at least one hour.

To the extent allowed by applicable law, the Company reserves the right to require the use of sick leave for one of the reasons specified below.

Employees are not required to search for or find a replacement worker to cover the period during which they use sick leave.

## Covered Reasons for Use

Sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee is ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders.
- The employee's family member is ill or injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventive care, diagnosis, or treatment for medical, mental, or behavioral issues, including substance abuse disorders.
- Closure of an employee's place of business by order of a public official due to a public health emergency.
- The employee needs to care for their family member whose school, class, or place of care has been closed.
- The employee or their family member is a victim of domestic violence, human trafficking or a sex offense (including stalking, aggravated stalking or cyber stalking).
- The employee obeys an order issued by the mayor, governor, local health department, or a treating healthcare provider, to:
  - Stay at home to minimize the transmission of a communicable disease;
  - Remain at home while experiencing symptoms or sick with a communicable disease; or
  - Obey a quarantine order or an isolation order issued to the employee.

For purposes of this policy, "family member" means the employee's:

- Spouse;
- Registered domestic partner;
- Civil union partner;
- Child;
- Parent;
- Parent of the employee's spouse or partner;
- Sibling;
- Grandchild;



# VanderHouwen

Recruiting • Relationships • Opportunity

- Grandparent; or
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

## Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources.

If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources before they use sick leave, or otherwise as soon as practicable on the day the employee intends to take sick leave.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of paid leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, paid leave), so that the absence may be designated as a sick leave absence.

## Verification of Absence

If an employee uses sick leave for more than three consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or other verification as permitted by applicable law.

The Company will keep confidential any medical documentation regarding leave use, in accordance with federal, state and local law.

## Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the Ordinance; or
- Violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

## Rate of Pay

The rate of pay for sick leave is calculated in accordance with applicable law.



# VanderHouwen

Recruiting • Relationships • Opportunity

## Separation From Employment

The Company does not pay employees for unused sick leave at any time, including upon separation from employment for any reason.

## No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the Ordinance, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; for making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

## Additional Information

Employees who have questions about this Illinois Paid Leave policy should contact VanderHouwen Human Resources.

## **Paid Leave (Chicago)**

The Company provides eligible employees with paid leave pursuant to the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (Ordinance).

### Eligibility

All employees of the Company are eligible to receive paid leave under this policy if they work at least 80 hours within any 120-day period in the City of Chicago.

### Accrual and Carryover of Leave

Employees begin to accrue Chicago Paid Leave on their first calendar day of employment with the Company or their date of eligibility under the Ordinance, whichever is later.

Paid leave accrues at a rate of one hour for every 35 hours worked in Chicago, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is the employee's anniversary year starting on their date of hire.

Employees accrue paid leave based on all hours worked, including overtime.

Employees may carry over up to 16 hours of accrued but unused paid leave from one benefit year to the next. If an employee believes that they are not provided meaningful access to their paid leave before the



# VanderHouwen

Recruiting • Relationships • Opportunity

end of the benefit year (e.g., due to their workload or repeated denials of their requests for paid leave), they should contact VanderHouwen Human Resources. The Company does not pay out any unused Chicago Paid Leave at year-end in lieu of carryover.

Employees will be able to determine the amount of Chicago Paid Leave available for use by reviewing their paystubs in Paylocity. For assistance contact Payroll@vanderhouwen.com.

## Using Leave

Employees cannot use paid leave until their 90th calendar day of employment with the Company. After that, employees may use paid leave as it is accrued.

Paid leave may be used for any reason of the employee's choosing, so long as the time is used in accordance with this policy and the Ordinance. Employees are not required to provide the Company the reason for their absence.

Employees may only use paid leave during their regular work week. Employees must use paid leave in an initial increment of at least one hour.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

## Notice Required

Employees must provide at least seven days' advance notice of an absence from work to their Client Supervisor and VanderHouwen Human Resources.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of paid leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of paid leave must be pre-approved by the employee's Client Supervisor and VanderHouwen Human Resources before the absence.

An employee's request for paid leave may be denied if it would interfere with the operational needs of the business for reasons such as:

- Maintaining minimum staffing thresholds to operate the business;
- Accommodating other employees' leave and time off requests, especially during holidays or the end of the year;
- Meeting customer service expectations and deadlines;
- Production issues; or





# VanderHouwen

Recruiting • Relationships • Opportunity

- Holiday periods or particularly busy times of the year. If an employee's request is denied, their Client Supervisor will promptly provide a written denial of the employee's request for paid leave, which will include the reason for the denial.

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence (as opposed to, for example, sick leave), so that the absence may be designated accordingly.

In general, the Company will not require documentation or certification as proof or in support of paid leave unless permitted under another applicable law like the federal Family and Medical Leave Act (Fed-FMLA) or the Americans with Disabilities Act (ADA).

## Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses paid leave in a manner not consistent with the Ordinance, or;
- Violates this policy's requirements concerning requesting, using, and/or recording use of paid leave.

## Rate of Pay

The rate of pay is calculated in accordance with applicable law.

## Separation From Employment

The Company will pay employees for any accrued but unused paid leave upon separation from employment for any reason

## No Discrimination or Retaliation

If the use of paid leave complies with the requirements of this policy and the Ordinance, the Company will not count employees' use of paid leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; for making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

## Additional Information

Employees who have questions about this Illinois Paid Leave policy should contact VanderHouwen Human Resources.



# VanderHouwen

Recruiting • Relationships • Opportunity



## CHICAGO OFFICE OF LABOR STANDARDS

\$ MINIMUM WAGE				
SETS MINIMUM WAGE IN CHICAGO (MCC 6-105)				
July 1, 2024, Effective Date	Standard Employer 4 or more employees	Youth Workers	Tipped Workers	
			Standard Employer	Youth
<b>Min Wage</b>	\$16.20	\$15.00	\$11.02	\$10.20
<b>Overtime Min Wage</b>	\$24.30	\$22.50	\$19.12	\$17.70

**All Domestic Workers must receive at least the \$16.20 minimum wage.**  
If the tipped wage plus tips does not equal the minimum wage, the Employer must make up the difference.

WAGE THEFT	
FORBIDS THE THEFT OF WAGES AND BENEFITS (MCC 6-100)	
Wage Theft	Violations and Fines
<ul style="list-style-type: none"> <li>Wage Theft means the non-payment of wages, including paid time off or other paid benefits</li> <li>Employers must pay Workers on time</li> </ul>	<ul style="list-style-type: none"> <li>Workers can recoup unpaid wages plus damages</li> <li>Violators may be subject to fines or civil actions</li> </ul>

**HUMAN TRAFFICKING**

**WORKERS ARE PROTECTED UNDER CHICAGO AND ILLINOIS LAW**

If you or someone you know is being forced to engage in any activity or forced to work, cannot leave, is having their wages taken, has had their passport or ID taken away, or is being threatened with deportation if they don't work,  
**Call the National Human Trafficking Hotline 1-888-373-7888 or Text "HELP" to 233733 to access free help and services.**  
 Available at all times in 160 languages and operated by a nongovernmental organization.

**FILE A COMPLAINT**

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://Chicago.gov/LaborStandards).

<b>ADDITIONAL RESOURCES AND CONTACT INFORMATION</b>		
Chicago.gov/LaborStandards		
Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.		
Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 1 <sup>st</sup> Floor Chicago, Illinois 60608	You can reach the OLS at: <a href="mailto:bacplaborstandards@cityofchicago.org" style="color: blue;">bacplaborstandards@cityofchicago.org</a> Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at: <a href="https://www.youtube.com/chicagobacp" style="color: blue;">https://www.youtube.com/chicagobacp</a>



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.  
Scan QR Code to find info for each Labor Law:





# VanderHouwen

Recruiting • Relationships • Opportunity

## CHICAGO OFFICE OF LABOR STANDARDS

### PAID LEAVE

#### REQUIRES PAID LEAVE TO BE USED FOR ANY REASON (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Leave (PL) for any reason for an Employee's choosing

Earning Leave	Using Leave	Carrying Over
PL accrues at a rate of 1 hour of PL for every 35 hours worked (up to 40 hours in a 12- month period)	Employees must be allowed to use accrued PL no later than on the 90 <sup>th</sup> day following the commencement of employment	Up to 16 PL hours can be carried over between 12-month periods (if PL is not frontloaded)

### PAID SICK AND SAFE LEAVE

#### REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY REASONS (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Sick Leave (PSL) for medical and safety reasons for both the Employees and their family members

Earning Leave	Using Leave	Carrying Over
PSL accrues at a rate of 1 hour of PSL for every 35 hours worked (up to 40 hours in a 12- month period)	Employees must be allowed to use accrued PSL no later than on the 30 <sup>th</sup> day following the commencement of employment	Up to 80 PSL hours can be carried over between 12-month period

### EMPLOYER POLICIES

#### EMPLOYERS MUST PROVIDE PAID TIME OFF POLICIES (MCC 6-130)

Policies	Payout of PL upon employment termination
<ul style="list-style-type: none"> <li>Establishment of Paid Time Off Policies, Employer must share Paid Time Off policies with Employees; Paid Leave can be reasonably denied; minimum usage increments cannot exceed 4 hours for PL and 2 hours for PSL</li> </ul>	<ul style="list-style-type: none"> <li>Small Employers (1-50 employees) are exempt</li> <li>Medium Employers (51-100 employees) must pay out up to 16 hours of PL until 06.30.2025; up to 56 hours after that date</li> <li>Large Employers (101+ employees) must pay out up to 56 hours</li> </ul>

### FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://Chicago.gov/LaborStandards).

### ADDITIONAL RESOURCES AND CONTACT INFORMATION

#### Chicago.gov/LaborStandards

Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.

Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 1 <sup>st</sup> Floor Chicago, Illinois 60608	You can reach the OLS at: <a href="mailto:bacplaborstandards@cityofchicago.org">bacplaborstandards@cityofchicago.org</a> Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at <a href="https://YouTube.com/ChicagoBACP">YouTube.com/ChicagoBACP</a>



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.  
Scan QR Code to find info for each Labor Law:





# VanderHouwen

Recruiting • Relationships • Opportunity



State of Illinois  
Illinois Department of Labor

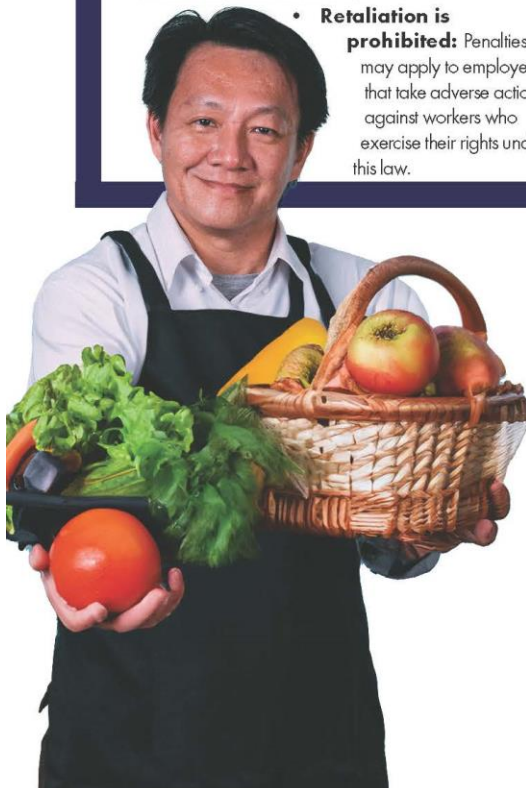
## PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

### Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



### Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

### Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

### Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at: [www.labor.illinois.gov](http://www.labor.illinois.gov)

For more information or to file a Complaint, contact us at: [DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)  
312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010



VanderHouwen

Recruiting • Relationships • Opportunity

## Receipt of Illinois Contractor Addendum

This acknowledges I have received a copy of the VanderHouwen & Associates, Inc. (referred to throughout this Addendum as VanderHouwen or the Company) Illinois Contractor Addendum. As an employee of VanderHouwen, I agree to read this Contractor Addendum, and to ask VanderHouwen Human Resources about any portion of the Addendum I do not understand. I understand and agree that VanderHouwen has the right to add, delete, or otherwise modify the policies, procedures, or other information provided in this Contractor Addendum at any time. I also understand and agree that VanderHouwen has the right to interpret and apply the policies and procedures in this Addendum in their discretion. I agree to abide by these policies, procedures, and other requirements of this Addendum. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that, except where required otherwise by applicable state law, neither this State Contractor Addendum nor any verbal statements made by VanderHouwen constitute an agreement or promise of continued employment and that the provisions of this Addendum may be changed at any time. I understand that I am employed at-will and that VanderHouwen reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President, Chief Executive Officer, or Chief Operating Officer of VanderHouwen are authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President, Chief Executive Officer, or Chief Operating Officer.

If I have any questions about this employment relationship, I understand that I can contact VanderHouwen Human Resources.

Employee's Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_