



## **PLA FAMILY OF COMPANIES CALIFORNIA EMPLOYEE HANDBOOK**

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## Table of Contents

<b>WELCOME</b>	3
<b>COMPANY VALUES</b>	4
Purpose of the Employee Handbook	4
Compliance With All Applicable Laws	4
Our Mission	4
Our Vision	4
Our Values	4
Equal Employment Opportunity Policy	5
Americans with Disabilities Act (ADA) and Reasonable Accommodation	5
Diversity, Equity, and Inclusion Policy	5
Anti-Harassment and Non-Discrimination Policy	5
Employee Relations	8
<b>CONDUCT</b>	8
Business Ethics and Conduct	8
Customer Relations	9
Non-Disclosure of Confidential Information	9
Conflict of Interest	10
Outside Employment	10
<b>HEALTH, SAFETY, AND ENVIRONMENT</b>	10
Insurance Related Benefits	10
Employee Assistance Program	11
Benefits Continuation (COBRA)	11
Workplace Safety	11
Safety Equipment (PPE)	11
Drug and Alcohol Policy	12
Weapon-Free Workplace Policy	14
Workplace Searches and Security	15
Workers' Compensation Insurance	16
<b>COMPENSATION</b>	16
Job Classifications	16
Pay Schedule	17
Pay Transparency	17
Pay Advances and Deductions	17
Administrative Pay Corrections	17
<b>SCHEDULE AND HOURS</b>	18
Work Schedule	18
Alternative Workweek Schedules	18
Overtime	18
Attendance Policy	18
Timekeeping	19
Rest Break Policy	19

Meal Period Policy .....	19
Inclement Weather and Emergency Closings .....	20
Reporting Time Pay.....	20
Lactation Accommodation Policy .....	20
<b>TIME-OFF</b> .....	<b>21</b>
Paid Time-Off .....	21
Unpaid Time-Off.....	22
<b>INFORMATION TECHNOLOGY</b> .....	<b>30</b>
E-mail and Internet Use .....	30
Ownership and Access of Electronic Information .....	31
Confidentiality of E-Mail .....	32
E-Mail Tampering.....	32
Online Browsing Policy .....	32
Social Media Policy .....	33
Using Social Media at Work.....	33
Personal Devices and Services.....	33
Acceptable Personal Device Use .....	34
Mobile Device Security .....	34
<b>BUSINESS PRACTICES</b> .....	<b>34</b>
Access to Employee Files .....	34
Information Requests and Employment References .....	34
Personal Employee Data Changes .....	35
Nepotism and Fraternization.....	35
Off-Duty Use of Facilities .....	35
Workplace Attire Standards .....	35
Smoking and Tobacco .....	35
Personal Property .....	35
Recording Device Policy.....	35
No Solicitation / No Distribution .....	36
Personal Visitors and Telephone Calls .....	36
Termination of Employment .....	36
California Employee Privacy Policy.....	36
<b>ACKNOWLEDGMENT OF HANDBOOK RECEIPT</b> .....	<b>40</b>

## WELCOME

Welcome to the PLA Family of Companies. On behalf of all your new colleagues, we wish you the very best as you begin your new role.

We believe that every employee contributes directly to PLA's growth and success, and we hope you will take pride in being a member of the PLA family. In order to be successful, we strive to attract and retain highly motivated individuals who will work as a team in fulfilling our mission. The future success of our company will be a direct result of the quality we build into the service we provide to our customers. We look at our employees as our most important asset.

To be successful in your job, you must understand your responsibilities and what is expected of you. We provide this Handbook to introduce you to PLA and to provide a general overview of our philosophies and policies. It is important that you read and understand the information in this Handbook. If you have any questions after reviewing this Handbook, either now or at any time during your employment, I encourage you to ask your Manager or to contact the Department of Human Resources.

We are proud to have you on the PLA team and hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,  
Steve Clark  
Chief Executive Officer

# COMPANY VALUES

## Purpose of the Employee Handbook

The purpose of this Employee Handbook is to introduce you to the PLA Family of Companies (“PLA” or “the Company”). This Handbook describes the Company’s expectations of you as an employee and outlines the Company’s policies, procedures, and standards. Please read it carefully and refer to it as needed. The Employee Handbook is provided through the PLA onboarding process and is also available online from Employee Self Service or in print form upon request from your Manager or HR.

This Handbook cannot address every question, circumstance, or situation that might arise. If you have questions or want additional information, please do not hesitate to discuss it with your Manager or Human Resources. Further, as PLA continues to grow and as conditions, requirements, and needs change, PLA reserves the right to revise, supplement, or rescind any policies, procedures, or portions of this Handbook from time to time as the Company deems appropriate, with or without notice, in its sole and absolute discretion. Should changes occur, PLA will attempt to notify you as soon as possible.

***The policies outlined in this Handbook are for guidance only. Nothing contained in this Handbook shall create or be construed to create any contractual rights between PLA and any employee regarding employment, any benefit of employment, or terms for separation from employment. These policies are subject to amendment, modification, or termination by PLA, with or without advance notice. The employment relationship between PLA and its employees is at will and may be terminated at any time by PLA or the employee for any reason, with or without notice.***

***Nothing in this Handbook is intended, or will be applied, to prohibit employees from exercising their rights protected under the National Labor Relations Act or federal labor law, including concerted discussion of wages, hours, or other terms and conditions of employment. This Handbook is intended to comply with all federal, state, and local laws and will not be applied or enforced in a manner that violates such laws.***

The provisions in this Handbook supersede all existing policies and procedures and may not be modified without the express written approval of the Chief Executive Officer of PLA.

## Compliance With All Applicable Laws

PLA will act in compliance with any and all applicable federal, state, and local laws, including any amendments to existing laws and new laws that may become effective subsequent to the publishing of this Handbook. PLA will act as a responsible citizen and is committed to making a good faith effort to comply with each and every applicable law. As part of PLA’s commitment, to the extent any part of this Handbook is in conflict with an applicable federal, state or local law, said law shall control. Should any provision of this Handbook be found invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

## Our Mission

At PLA, our mission is to provide solutions that improve the productivity and sustainability of our customers’ supply chains, to create a safe and fulfilling environment for our employees, and to deliver value to our stakeholders.

## Our Vision

Our vision is to be a leader in sustainable supply-chain solutions and positively impact the communities we serve.

## Our Values

PLA and our family of companies have been serving manufacturers and retailers across the country for over three decades. We are committed to providing sustainable, quality products and services to our customers, a safe, fulfilling workplace to our employees, and ongoing value to our investors and the greater community.

**Integrity:** Ours is a culture of transparency and adherence to a code of ethics that values honesty and doing the right thing.

**Collaboration:** We believe in working together with our stakeholders, from our employees to our customers and investors, in the spirit of collaboration and mutual benefit.

**Sustainability:** Our products and services utilize renewable resources wherever possible, and our business model is built on driving efficiency for our customers.

## Equal Employment Opportunity Policy

At PLA, it is our policy to provide equal employment and advancement opportunities to all individuals. Employment decisions at PLA companies are based on merit, qualifications, and abilities. PLA does not discriminate in employment opportunities and practices on the basis of race, color, creed, religion, sex, national origin, age, disability status, veteran status, marital status, sexual orientation, genetic information, or any characteristic protected by federal or state law. Our goal is to provide everyone who works for PLA, or who applies for work with a PLA company, an equal opportunity to succeed. This policy of nondiscrimination applies to all phases of employee relations, including but not limited to hiring, job assignment, compensation, performance rating, promotion, transfer, discipline, termination, access to benefits and training, and other personnel matters.

If you have any questions or concerns about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of your Manager or Human Resources. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, PLA will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require accommodation should contact Human Resources.

## Diversity, Equity, and Inclusion Policy

PLA is committed to fostering a diverse workforce and maintaining a workplace that is equitable, inclusive, and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with PLA, an environment of equity is of the utmost importance. We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences should be celebrated and valued. Whether it is race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation, or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable member of the PLA team.

PLA is committed and determined that there is access, opportunity, and advancement for all individuals. We are always looking for ways in which we can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development. It is our intention that all our employees, regardless of any background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors, and other team members with the same dignity and respect at all times.

## Anti-Harassment and Non-Discrimination Policy

PLA is an Equal Opportunity Employer. PLA is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether someone is transitioning or has transitioned), sexual orientation, reproductive-health decision making, national origin, ancestry, physical or mental disability, medical condition, genetic information/characteristics, marital or registered-domestic-partner status, age, military or veteran status, or any other basis made unlawful by any applicable federal, state, or local law, ordinance, or regulation.

PLA also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, PLA does not tolerate and will not permit any act of retaliation against an employee who in good faith reports unlawful discrimination or harassment or who participates in an investigation, whether conducted by PLA or an outside agency. Any employee, including managers and supervisors, determined to have retaliated against another person will be subject to discipline, up to and including termination. All such conduct violates PLA policy.

## Scope

PLA's policy prohibiting harassment and discrimination applies to all persons involved in the operation of the company, including all applicants, employees, clients, vendors, customers, independent contractors, interns, volunteers, visitors, persons providing services pursuant to a contract, and other persons with whom one comes into contact while working or otherwise representing the company, regardless of position, title, grade, seniority, or function. In short, anyone an employee encounters as they perform their job at PLA is covered by this policy.

## Harassment

Prohibited harassment and disrespectful or unprofessional conduct because of sex, race, or any other protected characteristic includes but is not limited to the following behavior:

- verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- visual displays such as derogatory or sexually oriented posters, photography, cartoons, drawings, screensavers, or gestures;
- physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected characteristic;
- threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors (quid pro quo);
- retaliation for reporting or revealing the intention to report harassment; and
- communication via electronic media of any type that includes any conduct that is prohibited by applicable law or by PLA policy.

PLA employees are required to:

1. Communicate respectfully and refrain from language, gestures, or actions that are abusive, harassing, or obscene, including but not limited to hate speech and slurs of any kind.
2. Refrain from mocking, ridiculing, or mimicking another's culture, accent, appearance, or customs.
3. Refrain from wearing any clothing, including masks and hats, that displays obscene, indecent, pornographic, or otherwise objectionable content, including hate speech and symbols. This includes exposing tattoos that project hate speech, hate symbols, or other objectionable content (e.g., swastika, extremist group symbols).
4. Refrain from threatening, intimidating, or engaging in hostile or offensive acts that focus on an individual's race, ethnicity, national origin, sex, sexual orientation, gender identity and expression, immigration status, religion, disability, or any other protected characteristic.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or contact of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for making employment decisions; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating, or offensive work environment.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

## Discrimination

PLA is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in PLA operations. PLA prohibits unlawful discrimination against any job applicant, employee, or intern by any employee of the company, including management and coworkers.

Pay discrimination between employees of a different sex or between employees of different races or ethnicities performing substantially similar work, as defined by applicable state and federal laws, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, PLA is not obligated to disclose the wages of other employees unless required by law.

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. To comply with applicable laws ensuring equal employment opportunities to

qualified individuals with a disability, PLA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation to perform the essential functions of the job should contact Human Resources to discuss the need for an accommodation. PLA will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact Human Resources to discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, PLA will make the accommodation.

The Company will not retaliate against employees for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

## Reporting Process

Unlawful harassment or discrimination must be reported **immediately**, so that complaints can be quickly and fairly resolved. This includes both incidents directly involving the employee and incidents that the employee witnesses. Employees should first contact their immediate Manager.

If the employee feels uncomfortable reporting such conduct to their immediate Manager, or if the harassment or discrimination was committed by the immediate Manager, then the employee should contact another member of management or Human Resources through the Report It® service:

- Visit [www.reportit.com](http://www.reportit.com) and use the Report It® code: PLASOLUTIONS or
- Text PLASOLUTIONS to 63975 or
- Call the Report It® hotline at 877-700-7020

Employees are expected to be truthful in reporting unlawful harassment or discrimination and during any investigations into such allegations. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate the complaint in writing, but it is not mandatory.

Supervisors and managers must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct immediately to Human Resources so PLA can investigate and resolve the complaint. Every reported complaint will be responded to in a timely manner, kept confidential to the extent possible, investigated impartially by qualified personnel in a timely manner, documented and tracked for reasonable progress, given appropriate options for remedial action and resolution, and closed in a timely manner in accordance with all legal requirements. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

If PLA determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective remedial action will be taken in accordance with the circumstances involved. PLA will also take appropriate action to deter future misconduct. Any employee determined by PLA to be responsible for such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Any individual found to have made a report of harassment that they knew to be false or with malicious intent may be subject to disciplinary action, up to and including termination of employment. However, it is crucial to distinguish between malicious/false reports and reports made by individuals who genuinely believe they have been harassed but where the evidence does not substantiate their claims. We recognize that not all valid complaints will necessarily be substantiated, and no action will be taken against individuals who make complaints in good faith, even if the details cannot be corroborated.

## Training

To ensure a respectful and inclusive workplace environment, PLA mandates the successful completion of Workplace Harassment Training for exempt employees, non-exempt supervisors, team leaders, administrative office employees, and any other employees hired or promoted into leadership roles. Where applicable, state-specific laws may dictate which employees receive training, as well as its frequency and content.



## Employee Relations

PLA believes that the employment relationship is best served by a business climate that provides for open and sincere communications. It would be unusual if employees did not have an occasional question or concern relating to a specific work practice or the interpretation of a policy.

Employees are encouraged to work out their differences with coworkers in a professional and courteous manner. Employees can discuss any problem, complaint, question, or concern relating to work, wages, hours, or any other practices or conditions concerning employment at PLA with their Manager. Most of the time, such a discussion will result in a satisfactory resolution. However, if you feel that it is not the type of subject you want to discuss with your Manager, or if you are not satisfied with your attempt to discuss the issue with your Manager, you may bring the problem to the attention of Human Resources through the Report It® service:

- Visit [www.reportit.com](http://www.reportit.com) and use the Report It® code: PLASOLUTIONS or
- Text PLASOLUTIONS to 63975 or
- Call the Report It® hotline at 877-700-7020

Reports submitted through Report It® are managed by an independent third party to ensure impartiality and confidentiality.

PLA will make every effort to handle your issue in a timely manner. Any employee who in good faith reports misconduct or suspected violations of company policy or law will be protected from any retaliation.

## CONDUCT

### Business Ethics and Conduct

The successful business operation and reputation of PLA is built on the principles of fair dealing and ethical conduct of all our employees. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of PLA is dependent on our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to PLA and its customers, to act in a way that will merit that continued trust and confidence. As set forth above, PLA will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Manager or, if necessary, Human Resources for advice and consultation.

The inappropriate behaviors listed below provide examples of unacceptable behavior that will result in corrective actions, up to and including termination of employment. This list is not all-inclusive. Since it is impossible to foresee every situation, inappropriate conduct not specifically covered in these guidelines may also warrant formal discipline, up to and including immediate termination:

- Abusive, vulgar, or obscene language or gestures directed toward another individual.
- Workplace harassment, including sexual harassment, or discriminatory actions or behaviors.
- Fighting or threatening behavior in the workplace.
- Vandalism, negligence, or improper conduct leading to theft or damage of property owned by the Company or another person, or inappropriate removal or possession of property.
- Possession of weapons on Company property (See Weapon-Free Workplace Policy).
- Failure to follow job procedures or directives - written or verbal, including safety procedures.
- Inappropriate use of resources (e.g., time, material, equipment, supplies, personnel).
- Sleeping on the job during scheduled work time.
- Violating Company policies with respect to the use of electronic devices, internet access, or online conduct.
- Falsifying employment records or documents, including failing to accurately record time worked.
- Improper or unauthorized release of confidential or proprietary information.
- Criminal activity or conviction for a crime that indicates unfitness for a job or presents a threat to the Company, its employees, or its interests.

Compliance with this policy of business ethics and conduct is the responsibility of every PLA employee. PLA reserves the right to determine the nature and extent of any discipline based on the circumstances of each individual case, including an employee's previous work history and the seriousness of the offense. However, PLA recognizes the need for a formal system of

corrective action procedures to ensure fair and consistent treatment of all employees. Depending on the severity of the problem and the number of occurrences, corrective actions may include any of four steps that will generally be taken in this order:

- Verbal warning
- Written warning
- Suspension with or without pay (requires approval from Human Resources)
- Termination of employment

However, the order may be changed, or steps may be skipped if circumstances warrant, at the sole discretion of the Company. PLA recognizes that certain problems are serious enough to justify immediate termination of employment on the first offense. PLA will also take appropriate disciplinary action, up to and including termination, against supervisors or other employees who fail to report misconduct or withhold relevant information regarding such issues.

Nothing in this section is intended to create an employment contract, express or implied, with any of PLA's employees or to change the at-will nature of the employment relationship with the Company, per state laws.

## Customer Relations

**Our Commitment to Customers:** At PLA, we deeply value our customers, placing them side-by-side with our employees as the bedrock of our organization. Every touchpoint, every conversation, every interaction we have with a customer directly influences their perception of PLA. Therefore, each member of our team acts as a brand ambassador, representing the very ethos of our brand.

**Service Excellence:** We are steadfast in our commitment to providing unrivaled service. We pledge to treat each customer with courtesy, warmth, and efficiency. Each phone call answered, each email responded to, and every in-person meeting reflects the high standards and professionalism of PLA.

**Feedback and Resolutions:** We value feedback from our customers as it helps us grow and serve better. If a customer has a comment, suggestion, or complaint that they share with you, promptly notify your Manager so that we may address any concerns immediately.

## Non-Disclosure of Confidential Information

Protecting confidential business information and trade secrets is paramount to the interests and success of PLA. "Confidential information" includes but is not limited to:

- Employee Data
- Employment Applications
- Customer lists and preferences
- Financial data and forecasts
- Marketing strategies and tactics
- Upcoming projects and proposals
- Proprietary production processes or techniques
- Medical and health records of employees

### Confidentiality Agreements

Employees who have access to or deal with such confidential information may be required to sign a non-disclosure and confidentiality agreement. This could be a prerequisite for employment, promotion, or a pay increase.

### Medical Information

Medical information concerning individual employees is sensitive and must be handled with utmost discretion. PLA commits to implementing reasonable measures to safeguard this information against unwarranted disclosure. It is the duty of every manager and employee to uphold the confidentiality of such medical records.

### Consequences for Breach

Any employee found in violation of these confidentiality standards, especially if they misuse or unlawfully disclose trade secrets or other confidential Company data, will face disciplinary measures. This can extend to termination of employment and possible legal action, regardless of whether the employee profited from the information or not.

## Reporting a Breach

If any employee becomes aware of a potential breach or violation of this policy, they are strongly encouraged to promptly contact Human Resources to ensure appropriate measures are taken.

This policy shall not impede an employee's right to engage in protected activity regarding the terms and conditions of their employment.

Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety, and other topics you have the right to discuss with other employees under the law.

This policy does not prohibit employees from confidential disclosure to government officials or an attorney when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that you have reason to believe is unlawful.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment or otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

## Conflict of Interest

Each of us commits to dedicating our time and using our best efforts to ensure the success of PLA. Employees must avoid any interest, influence, or relationship that might conflict or appear to conflict with the best interests of PLA. Although we cannot list every activity or relationship that would create either an actual conflict of interest or the potential conflict of interest, examples of activities that violate this policy include the following:

- working for a competitor, customer, or vendor as a part-time employee, full-time employee, consultant, or independent contractor, or in any other capacity.
- owning an interest in a competitor, customer, vendor, or anyone else who seeks to do business with PLA;
- using the resources of PLA for personal gain.
- using your position in PLA for personal gain; PLA's business was organized and exists for the purpose of hiring qualified employees to engage in employment opportunities and to discharge honorably and usefully the various duties of the company.
- accepting or soliciting gifts, gratuities, favors, entertainment, rewards, or other benefits of monetary value that might influence or appear to influence their judgment or conduct in performing their job duties from a PLA competitor, customer, or supplier.

## Outside Employment

An employee may hold an outside job as long as the employee meets the performance standards of the employee's job with PLA. All employees will be judged by the same performance standards and will be subject to PLA's scheduling demands, regardless of any outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside PLA for materials produced or services rendered while performing PLA work.

# HEALTH, SAFETY, AND ENVIRONMENT

## Insurance Related Benefits

PLA recognizes the importance of providing valuable benefits to our employees and their families. We are committed to offering a comprehensive and competitive benefits program to support our employees. Employees must complete their benefit enrollment within the first 30 days of hire. Benefits become effective on the first of the month following 60 days of

employment. Please note that employees may be required to pay all or a portion of the premiums for certain insurance-related benefits. Enrollments can be completed using one of the following methods:

- Log into ADP Self Service at [www.workforcenow.adp.com](http://www.workforcenow.adp.com)
- Use the ADP Mobile app
- Call ADP's MyLife Advisors at 855-547-8508

Detailed information on each benefit program is provided in the respective Summary Plan Descriptions (SPDs). The official plan documents govern each policy, and these documents, along with the SPDs, are available for the benefit programs in which you participate via ADP (use the "2025 Benefits Information" link on the ADP Self Service homepage). For any questions regarding benefits, please contact MyLife Advisors.

Please note that PLA reserves the right to modify, add, or remove benefit plans at its discretion, with or without notice. However, we will generally provide prior notice to the extent possible when changes are made.

## Employee Assistance Program

The Employee Assistance Program (EAP) is a valuable resource designed to offer confidential and professional support to employees facing personal challenges that may impact their well-being or job performance. At PLA, we are committed to helping employees maintain a healthy work-life balance that enables them to enjoy both their professional and personal lives.

The EAP provides confidential counseling and referral services to assist employees in managing life's challenges. This service includes up to three visits per issue, per year, at no cost to the employee. Additionally, a 24-hour hotline is available, staffed by professional, degreed counselors, ready to offer support whenever needed. We encourage employees to take advantage of this service whenever they encounter difficulties. Please be assured that any information disclosed during counseling sessions is strictly confidential. The Company will not have access to any details regarding who uses the service or the content of the sessions. For questions or additional information about the EAP, employees are encouraged to contact the Benefits Department (email: [Benefits@plasolutions.com](mailto:Benefits@plasolutions.com)).

## Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified beneficiaries with the option to continue their health insurance coverage under PLA's health plan when a "qualifying event" results in a loss of eligibility. Common qualifying events include resignation, termination of employment, or the death of the employee.

Under COBRA continuation coverage, the employee or beneficiary is responsible for paying the full cost of coverage at PLA's group rates, plus an administration fee. PLA will provide each eligible employee with a written notice outlining the rights granted under COBRA when they become eligible for coverage under the company's health plan. This notice contains important information regarding employee rights and obligations under COBRA.

## Workplace Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Company has established a workplace safety program. This program is a top priority for ALL employees. Managers have the responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of every employee.

The Company provides information to employees about workplace safety and health issues through regular internal communication channels such as structured training, meetings, bulletin board postings, memos, or other communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Manager. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination.

## Safety Equipment (PPE)

Certain safety equipment is required for some jobs, including but not limited to steel-toe shoes, safety gloves, hearing protection, and safety glasses. Your Manager will inform you what safety equipment you are required to wear. Safety glasses, hearing protection, and safety gloves will be provided by the Company at the time of hire and when replacements are needed.

due to normal use. Failure to wear appropriate safety equipment can result in being sent home to obtain such equipment and/or other disciplinary action, up to and including termination of employment.

## Drug and Alcohol Policy

### Purpose

PLA is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Drug and Alcohol Policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment. PLA encourages employees to voluntarily seek help with drug and alcohol problems.

### Scope

Any individual who conducts business for PLA, is applying for a position, or is conducting business on PLA premises is covered by our Drug and Alcohol Policy. Our policy includes but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, and applicants.

Our Drug and Alcohol Policy is intended to apply whenever anyone is representing or conducting business for PLA. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, and while on PLA premises.

### Policy

It is a violation of Company policy for any employee to use, possess, sell, trade, offer to sell, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs during working hours or while on Company property. Employees may not report to work under the influence of drugs or alcohol. Employees who violate this policy will be terminated.

### Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines, where applicable, and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

The substances that may be tested for are Amphetamines, Cocaine, Opiates, Phencyclidine (PCP), [4-Panel] and Alcohol. Outside of Pre-Employment, additional substances may be tested for including Cannabinoids (THC), Methadone, Methamphetamines, Barbiturates, Benzodiazepines, MDMA (Ecstasy), or other illegal substances.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

An employee will be subject to the same consequences of a positive test if they:

- refuse the screening or the test,
- fail to appear for a test within a reasonable amount of time (except for pre-employment),
- adulterate or dilute the specimen,
- substitute the specimen with that from another person,
- send an imposter,
- will not sign the required forms, or
- refuse to cooperate in the testing process in such a way that prevents completion of the test.

If the initial result indicates that the temperature is out of range (TOOR), the individual may provide one additional sample provided that they do not leave the testing area and the sample is provided within three hours of the initial sample. Failure to provide an acceptable sample within the three-hour period will be considered a positive test result. Observed testing is not required when obtaining the initial or second sample, unless required by the MRO for DOT testing.

If the MRO informs PLA that a positive drug test was dilute, it will be accepted as a verified positive result. If the MRO informs PLA that a negative drug test was dilute, PLA will treat the test as a negative result.

Depending on the assigned work location, each employee, as a condition of employment, may be required to participate in pre-employment, random, post-incident, and reasonable suspicion testing upon selection or request of management. Each employee regardless of work location is subject to Reasonable Suspicion testing upon request of management. For additional details and requirements of the Drug and Alcohol Policy, employees should refer to the Employee Self Service portal.

The Department of Transportation (“DOT”) requires drug and alcohol testing for drivers under specific circumstances including Pre-employment, Post-accident, Random, Reasonable Suspicion, Return-to-duty, and Follow-up. The DOT Drug and Alcohol Abuse Prevention Policy outlines the details of this program and is accessible on the Employee Self Service Portal.

**Pre-Employment** –Prospective employees may be required to complete a drug screening prior to performing job functions. Tests will be administered after a contingent job offer. A positive result or refusal to test will result in a withdrawal of the job offer. Individuals who test positive may reapply after 3 months but must pass the pre-employment drug test.

All prospective employees for DOT-regulated positions will be required to provide evidence of successful completion of DOT return-to-duty requirements in accordance with 40.25(j) when the employee or prior employer indicate a positive test result or refusal to test within the prior two years.

**Post Incident** – As soon as possible following an incident in which drugs or alcohol are believed to be a contributing factor, employees will be required to take a drug and/or alcohol test. Incidents include property damage, injury/illness to another person, injury/illness to the employee that requires medical attention, and any vehicle incident.

Any driver of a commercial motor vehicle owned, leased, or rented by PLA must submit to a DOT drug and/or alcohol tests when the following conditions are met:

- They are involved in an accident that results in a fatality.
- They received a moving citation and someone is transported from the scene for medical treatment.
- They received a moving citation and one or more vehicles incur disabling damage requiring it to be towed from the scene.

Failure to submit to drug and/or alcohol testing as outlined in the DOT Accident Policy (DOT 008) will result in termination. Non-DOT drug and/or alcohol tests may be required for other stated incidents. All DOT drug screening should be ordered through the Safety Department and completed in HireRight.

**Reasonable Suspicion** – An employee may be required to submit to drug and/or alcohol testing at any time if they are believed to be under the influence of drugs or alcohol including, but not limited, to the following circumstances:

- drugs or alcohol on or about the employee’s person or in the employee’s vicinity,
- conduct on the employee’s part that suggests impairment or influence of drugs or alcohol,
- a report of substance abuse provided by a reliable and credible source, or
- evidence that an individual has tampered with any drug test during their employment.

When suspicious behavior is observed, contact your Manager or Supervisor immediately.

**Random** – The Company may conduct random testing as required by the Department of Transportation (DOT) for select safety-sensitive positions. Random DOT drug and alcohol selection and screening will be conducted at least once for each quarter of the year and until minimum requirements are met. The dates for administering Random DOT drug and alcohol screening will be spread reasonably throughout the calendar year. All DOT-regulated drivers will have an equal opportunity of being selected by using a scientifically valid method, and the following formula will be used to determine how many employees will be selected for the test.

- Drug Screenings: Minimum Qty = 50% X (# of drivers) ÷ (# of selections)
- Alcohol Screenings: Minimum Qty = 10% X (# of drivers) ÷ (# of selections)

### After-Hours Testing

Post Incident and Reasonable Suspicion testing are often required outside of normal business hours. Managers may contact EScreen’s after-hours service to locate a collection facility and schedule testing 24 hours a day by calling 800-733-1676 and selecting Option 2. Federal Chain of Custody (COC) Forms and non-DOT COC forms should be available onsite for after-hours testing.

## Thresholds

Non-DOT Testing Only		
Drug Name	Screening Cutoff	Confirmation Cutoff
Cannabinoids (THC)	50 ng/ml	15 ng/ml
Cocaine	300 ng/ml	150 ng/ml
Amphetamines	1000 ng/ml	500 ng/ml
Opiates	2000 ng/ml	2000 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Alcohol	.02 BAC	.02 BAC

## State Marijuana Laws

California has passed laws that allow certain individuals to use and possess marijuana without being subject to prosecution. Possession of marijuana during working hours or on PLA premises remains a violation of this policy, and violators will be subject to disciplinary action. Where required by law, PLA will conduct an accommodation review when an employee receives a positive test result and meets all the state requirements for the use of marijuana for medicinal purposes. The employee or applicant must initiate the accommodation review process by contacting Human Resources.

## Prescription Medication

Prescription drugs, those prescribed by a physician for treatment of illness or disease, are subject to the following rules:

- The use of drugs/medicine prescribed by a licensed physician to the individual employee holding the prescription is permitted if employees in safety-sensitive functions notify management if they are using prescribed drugs that may affect the employee's ability to perform their job safely. All DOT-regulated drivers must adhere to Section 391.41, which provides a list of prohibited drugs for drivers of commercial motor vehicles.
- If it is concluded that a prescribed drug will affect the safe performance of the employee, PLA reserves the right to limit or suspend the work activity of the employee during the period the physician advises the employee's ability to perform his or her job safely may be adversely affected by the prescribed medication.
- Use of medications prescribed by a physician for someone other than the employee in question or use of prescription medication in a manner that does not conform to the physician's prescription or instructions is strictly prohibited and will result in termination.

## Employee Assistance

PLA recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug and alcohol workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family members assistance with alcohol and drug problems through the free Employee Assistance Program (EAP) from New York Life, available by contacting 800-344-9752.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Disciplinary action will not be taken when an employee seeks help for misuse of alcohol or drugs provided that they do not request help after notification of testing or after they receive a positive test result. Employees or candidates in DOT-regulated positions will be given PLA's Substance Abuse Professional (SAP) documentation if they receive a positive test result.

## Confidentiality

All information received by PLA through the drug and alcohol workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies. Where required by law, a copy of the test results will be provided to the employee or applicant when requested. All requests must be made by contacting Human Resources.

## Weapon-Free Workplace Policy

PLA is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may

be dangerous to others. The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of workplace harassment as set forth in the Company's Anti-Harassment and Non-Discrimination Policy.

All threats or acts of violence should be reported as soon as possible to your Manager, or any other member of management or Human Resources. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

A threat includes but is not limited to any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

- Saying, "Do you want to see your next birthday?" (Indirect)
- Writing, "Employees who kill their supervisors have the right idea." (Indirect)
- Saying, "I'm going to punch your lights out." (Direct)
- Making a hitting motion or obscene gesture (Nonverbal)
- Displaying weapons (Extreme)
- Stalking or otherwise forcing undue attention on someone, whether romantic or hostile (Extreme)
- Taking actions likely to cause bodily harm or property damage (Acts of Violence)

All suspicious individuals or activities should be reported as soon as possible to your Manager. Do not place yourself in danger. If you see or hear a commotion or disturbance near your work area, do not try to intercede. PLA will promptly and thoroughly investigate all reports of threats or actual violence, as well as any suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, PLA may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of or acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

To ensure that PLA maintains a workplace safe and free of violence for all employees, the Company prohibits the possession or use of dangerous weapons on Company property. A license to carry a weapon on Company property does not supersede Company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All Company employees are subject to this provision, including contract and temporary employees, visitors, and customers on Company property.

"Company property" is defined as all Company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking areas under the company's ownership or control. This policy applies to all Company-owned or leased vehicles and all vehicles that come onto Company property.

"Dangerous weapons" include but are not limited to firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

## Workplace Searches and Security

To protect the Company's property and premises, and to protect the safety and security of our employees and customers, it may be necessary for the Company to take certain actions, including but not limited to:

- Inspecting employees' work area, e-mail, or desk;
- Inspecting and searching employees' personal belongings;
- Maintaining video and audio surveillance of employees;
- Inspecting the personal property of other persons entering or leaving company premises; or
- Inspecting any personal property present, brought on, found, or maintained on Company premises.



“Personal property” as referenced above includes but is not limited to purses, packages, briefcases, the contents of an employee's pockets, and automobiles parked on Company property. Employees are expected to cooperate in Company inspections or monitoring as a condition of employment.

The law permits the search of all Company and employee property during working hours on Company premises. Individual employees are also subject to search. Prior to a search being conducted, the search will be approved by Human Resources.

## Workers' Compensation Insurance

The Company provides a comprehensive workers' compensation insurance program at no cost to its employees. This program covers an injury or illness sustained in the course and scope of employment. Employees who are entitled to workers' compensation benefits are subject to the applicable jurisdictional legal requirements.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your Supervisor or Manager,
- Call Medcor at 1-800-775-5866 to obtain a recommendation of treatment from a registered nurse,
- Seek medical treatment and follow-up care if required,
- Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to your Supervisor or Manager, and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

If you believe you have sustained a work-related injury or illness, you must inform your Manager **immediately**. No matter how minor an on-the-job injury may appear, it is mandatory that it be reported immediately. Prompt reporting will expedite the injured employee's qualification for coverage. Failure to report an on-the-job injury immediately could delay and possibly prohibit workers' compensation benefits. Any unauthorized treatment for an on-the-job injury could be denied by the insurance carrier and in some cases become the responsibility of the employee; therefore, it is critical that any on-the-job injury be reported prior to seeking treatment.

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law such as the California Family Rights Act (CFRA) or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

The law requires PLA to notify the workers' compensation insurance company of any concerns of false or fraudulent claims. Any employee who reports a fraudulent on-the-job injury claim will be immediately reported to the applicable state's Insurance Fraud Department. The Company will not tolerate workers' compensation fraud by any employee and will cooperate with the insurance and state fraud departments when a suspicion of fraud is identified.

Neither the Company nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreation, social, or other athletic activity sponsored by the Company.

## COMPENSATION

### Job Classifications

PLA maintains standard definitions of employment status according to the Fair Labor Standards Act as follows:

1. **Exempt Employees** - Employees who are salaried and whose positions meet the exemption under the guidelines of the United States Department of Labor. Exempt employees are not entitled to overtime pay and are excluded from certain provisions of federal and state wage and hour laws.
2. **Non-Exempt Employees** - Non-exempt employees are paid on an hourly basis and are entitled to overtime pay when appropriate. Non-exempt employees are required to clock in and out for all hours worked.

*Please note that the determination of whether an employee is Exempt or Non-Exempt depends on actual job duties and not job titles. Employees will be advised of their classification at the time of hire or if changes in job duties necessitate a change in*

*classification. If at any time you have questions about your classification, or if you believe your position has been classified incorrectly, please notify Human Resource. Any changes in classification will be communicated to affected employees.*

1. **Full-Time** – Employees who work a minimum of 30 hours per week. Generally, full-time employees are eligible for PLA’s benefits package, subject to terms, conditions, and limitations of each benefit.
2. **Part-Time** – Employees who work less than 30 hours per week. Generally, part-time employees are not eligible for PLA’s benefit package, except as required by state or federal law.

Part-Time and Full-Time status is verified using the look-back method. A measurement period of 12 months is utilized to verify status, and the administrative period for required status changes will be no more than 60 days. After a status change has been processed, a stability period of 12 months will begin. Vacation time eligibility is determined by measuring average hours worked over the previous 3 months.

***Nothing in this section is intended to modify an employee’s at-will status. Employment with PLA is “at will” and for no specific duration. This means that you are free to terminate the employment relationship at any time, for any reason or no reason at all, with or without notice. Likewise, PLA is free to terminate your employment for any or no reason at any time, with or without notice.***

## Pay Schedule

PLA’s payroll period is weekly, beginning on Sunday and ending on Saturday. Non-exempt employees are paid weekly every Friday for all work performed through the end of the previous payroll period. Exempt employees are paid biweekly for all work performed through the end of the previous two weeks. If a regularly scheduled payday falls on a bank holiday, employees will have access to their wages the day before the regularly scheduled deposit date.

Upon hire, employees specify a bank account or pay card for direct deposit, subject to applicable state law requirements. Employees can obtain itemized wage statements and tax forms via Employee Self Service.

## Pay Transparency

PLA includes a pay scale with the job posting for every open position in California. Employees can view their current and recent pay rates at any time in Employee Self Service. Employees can request their compensation information, including pay scale, matrix, or other payroll details, from their Manager or Human Resources and this information will be provided as soon as possible.

## Pay Advances and Deductions

PLA does not provide pay advances on unearned wages to employees.

The law requires that PLA make certain deductions from all employees’ compensation including but not limited to applicable federal, state, and local income taxes, Social Security, Medicare, and garnishments. PLA contributes an amount equal to that withheld from your pay for Social Security and Medicare. In addition, PLA will make deductions from an employee’s compensation for benefit plans in which the employee chooses to participate. If you have questions concerning why deductions were made from your paycheck or how the deductions were calculated, your Manager can assist you or direct you to the appropriate resource.

## Administrative Pay Corrections

PLA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. It is the employee’s responsibility to review their paycheck and wage statement promptly to verify its accuracy. In the unlikely event of an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their Manager or Human Resources so that corrections can be made as quickly as possible.

# SCHEDULE AND HOURS

## Work Schedule

For PLA, the workweek runs from Sunday to Saturday. For Payroll purposes, each workday begins at 12:01 a.m., except for shifts that are scheduled over midnight, in which case the workday is moved such that a continuous shift (e.g., 4:00 p.m. to 2:30 a.m.) occurs on the same workday for the purpose of calculating pay. Your manager will advise you of the time your work schedule will begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## Alternative Workweek Schedules

PLA has implemented an Alternative Workweek Schedule (AWS) for selected work units in some California sites. The AWS work schedule consists of four 10-hour days. PLA will notify new employees at the time of hire whether they are joining an AWS work unit and, if so, the details of their AWS schedule.

## Overtime

When operational needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must be approved in advance by the Manager. Overtime assignments will be distributed as fairly as possible to all employees qualified to perform the required work.

Overtime compensation for non-exempt employees is paid in accordance with applicable federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on sick, vacation, holidays, or any paid or unpaid leave of absence will not be considered hours worked for purposes of calculating overtime compensation. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Failure to work scheduled overtime or overtime worked without prior authorization from your Manager may result in disciplinary action, up to and including termination of employment.

	Daily Overtime	Daily Double-time	Weekly Overtime	7th Consecutive Day in Workweek	Outside of AWS
<b>Regular</b>	Over 8 hours, up to 12 hours	Over 12 hours	Over 40 hours	Overtime for first 8 hours, double-time after that	Not applicable
<b>AWS</b>	Over 10 hours, up to 12 hours	Over 12 hours	Over 40 hours	Overtime for first 8 hours, double-time after that	Overtime for first 8 hours, double-time after that

## Attendance Policy

You are expected to attend work regularly and report to work on time, within general business hours and as established by your Manager. Some sites may have site-specific attendance policies to meet operational needs. The attendance policy will be provided at the time of hire and can be requested from your Manager or Human Resources.

- Failure to notify your Supervisor or Manager of tardiness or absence before your expected start time is grounds for disciplinary action, up to and including termination.
- Unsatisfactory attendance, including reporting late, abusing the lunch hour, or leaving early, may be cause for disciplinary action, up to and including termination.
- Absences with failure to call in may be considered job abandonment and treated as a voluntary resignation.

You will not receive corrective actions relating to attendance for any absences covered under the Company's policies or protected by state or federal laws. Examples relating to these include worker's compensation, Sick, Vacation, Voting, Bereavement, Jury Duty, Military Leave, state-mandated medical leave, FMLA Leave, or approved unpaid leave of absence, provided you have complied with all notice and medical certification requirements and received advance permission where applicable.

## Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require PLA to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Non-exempt employees must use the timeclock to accurately record the time they begin and end the work, as well as the beginning and end of each meal period if required by the site. They should also record the beginning and end time of any split shift or departure from work for personal reasons. Repeated failure to accurately record time may result in disciplinary action, up to and including termination. Overtime work must always be approved in advance by the Manager before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in immediate termination of employment. Hourly (non-exempt) employees MAY NOT work off the clock. Employees must notify their Manager immediately if there is a problem with the clock or if they need to report additional hours or missed meal periods or rest breaks.

## Rest Break Policy

Each workday, non-exempt employees are authorized and permitted to take a 10-minute paid rest break per every four hours worked, or major fraction thereof. Employees will be relieved of all duties during rest breaks. Employees are free to come and go as they please and are free to leave the premises. They are expected to return to work promptly at the end of any rest break, and being absent from the work area beyond the allotted rest period may result in discipline under the Attendance Policy.

Whenever practicable, rest breaks should be taken near the middle of each 4-hour work period. Managers will advise employees of the regular rest-break length and schedule. Employees may not accumulate rest breaks or use rest breaks as a basis for starting work late, leaving work early, or extending a meal period. Because rest breaks are paid, non-exempt employees should not clock out for them.

Actual Hours Worked Per Shift	Rest Breaks	Comments
0 to < 3.5	0	An employee who works less than 3.5 hours in a workday is not entitled to a rest break.
3.5 to ≤ 6	1	An employee who works between 3.5 and 6 hours in a workday is entitled to one 10-minute rest break.
> 6.0 to ≤ 10.0	2	An employee who works more than 6 hours in a workday but not more than 10 hours in a workday is entitled to two 10-minute rest breaks.
> 10.0 to ≤ 14.0	3	An employee who works more than 10 hours in a workday but not more than 14 hours in a workday is entitled to three 10-minute rest breaks. <sup>1</sup>

<sup>1</sup>Non-exempt employees who work more than 14 hours in a workday may be entitled to additional rest breaks.

## Meal Period Policy

All non-exempt employees are provided with a mandatory unpaid meal period if they work more than 5 hours and a second unpaid meal when they work more than 10 hours, unless waived in writing when allowed by state law. The meal period will begin no later than the end of the 5th hour and the second meal period will begin no later than the end of the 10th hour of work. Employees must clock out for each meal period.

Employees will be permitted a reasonable opportunity to take this meal period and will be relieved of all duties. During the meal period, employees are free to come and go as they please and are free to leave the premises. Employees are expected to return to work promptly at the end of any meal period. Meal periods will be a minimum of 30 minutes. Managers will advise employees of their specific meal-period length and schedule. Meal periods will be scheduled to accommodate operating requirements and in accordance with state laws.

If for any reason you are not provided with a rest break or meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your rest break or meal period or from taking the full amount of time allotted to you, please immediately notify your Manager or Human Resources. If you miss a rest break or meal period or if you work any portion of a provided

rest break or meal period, you will be required to report to your manager and document the reason for the missed rest break, missed meal period, or time worked. Employees will be paid a premium for each day that a rest break or meal period does not comply with state law (is missing, late, or short).

Actual Hours Worked Per Shift	Meal Periods	Comments
0 to ≤ 5.0	0	An employee who does not work more than 5 hours in a workday is not provided with a meal period.
> 5.0 to ≤ 10.0	1	An employee who works more than 5 hours but not more than 10 hours in a workday is provided with at least a 30-minute meal period available before working more than 5 hours.
> 10.0	2	An employee who works more than 10 hours in a workday is also provided with a second 30-minute meal period available before working more than 10 hours.

To the extent that PLA's Rest Break Policy and Meal Period Policy conflict with any applicable federal, state, or local law, said law shall control.

## Inclement Weather and Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Company operations. PLA worksites may be closed due to power failures or other losses of essential services. It is the policy of PLA to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the company reserves the right to close the facility due to severe weather. Regardless of whether the facility is open or closed, it is each employee's decision as to whether it is safe to report to work during such weather. Employees must advise their Manager or Supervisor as soon as possible if they are unable to report to work due to inclement weather. The facility manager will determine if the day is deemed an inclement weather day for purposes of approved absences.

### Facility Closed

If the facility is announced to be closed on a given day due to inclement weather, all hourly employees will be allowed to use accrued sick or vacation pay for time off or take the day off unpaid.

### Facility Open

If the facility remains open on an inclement weather day, employees who report to work will receive their normal pay for hours worked on the day. If an employee elects not to report to work when facilities are open, the employee will be required to use accrued sick or vacation pay or take the day off unpaid.

## Reporting Time Pay

PLA will comply with all applicable regulations regarding reporting-time pay for non-exempt employees. PLA will not pay employees for reporting under the following circumstances:

- Interruption of work because public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system.
- Operations cannot begin or continue due to threats to employees or PLA property, or when recommended by civil authorities.
- Interruption of work caused by an Act of God or other circumstances beyond PLA's power to control.

## Lactation Accommodation Policy

PLA accommodates lactating employees by providing a reasonable amount of break time and a suitable location at work to express breast milk for their child, subject to any provisions under applicable laws.

If possible, the break time should run concurrently with a normally scheduled break time. Any break time to express breast milk that does not run concurrently with a normally scheduled break time is unpaid except where required by federal, state, or local law.

The lactation location will be private (shielded from view and free from intrusion from coworkers and the public) and close to the employee's work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate an electric or battery-powered breast pump. PLA will also provide access to a sink with running water and a refrigerator or another suitable device for storing milk close to the employee's workspace. The lactation location will not be a bathroom or restroom. Multipurpose rooms may be used as lactation spaces if they satisfy the requirements for the space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact their Manager or Human Resources to request accommodations. An employee's request may be provided orally, by email, or in writing and need not be submitted on a specific form. We will engage in an interactive process with the employee to determine when and where lactation breaks will occur.

PLA will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work or lodge a complaint related to the right to lactation accommodation.

## TIME-OFF

### Paid Time-Off

Eligibility and use of paid time off for **Vacation, Sick Leave, or Bereavement** is covered in site-specific policies based on each location's operational needs and applicable local and state laws. These policies are provided through onboarding and can be reviewed in Employee Self-Service or obtained from your Manager or Human Resources.

### Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which provide employees with up to 8 weeks of partial wage replacement in any 12-month period to take time off from work:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child, or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The 12-month period begins on the day a claim is submitted. PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible Employees through the California Employment Development Department (EDD). Contact the EDD for information on eligibility or to obtain a claim form.

### Bone Marrow and Organ Donor Leave

PLA provides employees who have been employed with the Company for at least 90 days with paid leave for the purpose of donating organs or bone marrow. When donating an organ to another person, you may take up to 30 business days in any 1-year period; and when donating bone marrow, you may take up to 5 business days in any 1-year period. The 1-year period for both leaves is measured from the date leave begins.

Employees can take an additional 30 business days for Organ Donor Leave only - unpaid. This will be administered after the 30 paid business days for Organ Donor Leave.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow and to provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation. This leave is paid, but you must first use 2 weeks of accrued vacation or sick leave when donating an organ, or 5 days of accrued vacation or sick leave when donating bone marrow. Leave taken under this policy does not constitute

a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave will not run concurrently with FMLA or CFRA leave.

Under most circumstances, upon return from leave under this policy you will be reinstated to the same or equivalent position; however, you will have no greater right to reinstatement than if you had been continuously employed during the leave. For example, if you would have been laid off had you not gone on leave, or if your position is eliminated during the leave, then you will not be entitled to reinstatement.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## Unpaid Time-Off

### Family and Medical Leave (FMLA)

The Company complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The Company also abides by any state and local leave laws, including the California Family Rights Act (CFRA). The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws, and all eligible leaves will run concurrently when allowed.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources (for leaves, email: [Benefits@plasolutions.com](mailto:Benefits@plasolutions.com)) to discuss options for leave.

The FMLA requires private employers with 50 or more employees to provide eligible employees with up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Military Family Leave Entitlements.** Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Reinstatement.** Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously working during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of the Company's employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Employee Eligibility.** The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

**Substitution of Paid Leave for Unpaid Leave.** Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the Company requires employees to use any accrued sick/vacation during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued sick/vacation during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to use sick/vacation. However, you may elect to utilize accrued sick/vacation to supplement these benefits.

**Spouse Aggregation.** If an employee and spouse are both employed by the Company, the total number of weeks to which they are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

**Health Insurance.** An employee's health insurance coverage will be maintained by the Company during leave on the same basis as if they were still working. The employee must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of the due date may result in a lapse of coverage. If this occurs, the employee will be notified 15 days before the date that coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at the Company's option, the Company may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon their return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if the employee does not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

**Fitness for Duty Requirements.** If an employee takes leave because of their own serious health condition (except if taking intermittent leave), they are required, as are all employees returning from other types of medical leave, to provide medical certification that they are fit to resume work. The employee will not be permitted to resume work until it is provided.

**Failure to Return.** If an employee fails to return to work or fails to make a request for an extension of leave prior to the expiration of leave, they will be deemed to have voluntarily terminated their employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as a disability accommodation.

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must



comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

**Company Responsibilities.** The Company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

**Other Provisions.** Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave. Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the Company has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

## California Family Rights Act (CFRA) Leave

In accordance with the California Family Rights Act (CFRA), the Company will provide eligible employees up to a combined total of 12 weeks of unpaid leave per year for the following reasons:

- The birth of your child, or adoption or foster care placement of a child with you.
- Your own serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions) that makes you unable to perform your job.
- The serious health condition of your child of any age, child of your registered domestic partner, parent, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person.
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States.

**Eligibility.** To be eligible for CFRA leave:

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

**Leave Usage.** Please contact Human Resources as soon as you realize the need for leave. Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is a rolling 12-month period that is measured backward from the date any CFRA leave is used. You are required to use any accrued vacation days that you are eligible to take during the otherwise unpaid portion of the CFRA leave. You also are required to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of a CFRA leave if the CFRA leave is for your own serious health condition or any other reason mutually agreed to between you and the Company. When medically necessary, leave may be taken on an intermittent or reduced work schedule. If you are taking a leave for the birth, adoption, or foster care placement of a child, you may take a minimum of 2 weeks, and you must finish the leave within 1 year of the birth or placement for adoption or foster care. CFRA leave will run concurrently with other leaves where permitted by law. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

**Qualifying Exigencies Related to Active Duty.** Eligible employees whose spouse, domestic partner, child, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include but are not necessarily limited to attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

**Pregnancy, Childbirth, or Related Conditions and Baby Bonding.** Leave because of a disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on Pregnancy Disability Leave (PDL). If an employee is eligible for FMLA leave, then PDL will run concurrently with FMLA. Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

**Spouse Aggregation.** If you and your spouse are both employed by the Company, each employee is entitled to 12 weeks per leave year for the birth, adoption, or foster care placement of a child or to care for a covered relative with a serious health condition.

**Notice Requirement.** If possible, provide at least 30 days' advance notice of the need for leave where leave is foreseeable (such as the birth of a child or planned medical treatment). If the need for leave is not foreseeable, provide notice as soon as possible. Notice should include the anticipated timing and duration of the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

**Medical Certification.** Where leave is requested for your own serious health condition or to care for a covered family member with a serious health condition, the Company may require written communication from a health care provider stating the reasons for the leave and the probable duration of the condition.

Employees are required to provide a certification within 15 calendar days and periodic recertification supporting the need for leave. Special certification requirements apply to leaves related to military service. The Company also may require a second, and if necessary, a third opinion (at the Company's expense). The Company may delay or deny approval of leave for lack of proper medical certification.

**Return to Work.** If you take leave for your own serious health condition, you must obtain from your health care provider a release to return to work before you will be permitted to resume work. Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

**Benefits.** If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave. The employee must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of the due date may result in a lapse of coverage. If this occurs, the employee will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at PLA's option, PLA may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon their return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

**Failure to Return to Work.** If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

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

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

**Retaliation.** The Company will not retaliate against employees who request or take leave in accordance with this policy.

## Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, PLA will provide you with up to 4 months of unpaid Pregnancy Disability Leave (PDL).

**Eligibility.** To be eligible for PDL, you must suffer from a pregnancy-related disability. A pregnancy-related disability is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job or would cause undue risk to you or your pregnancy's successful completion.

**Use of Leave.** PDL may be taken before or after birth during any period of time (not to exceed 4 months) when you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

If you qualify, you are entitled to take PDL, California Family Rights Act (CFRA) leave, and federal Family and Medical Leave Act (FMLA) leave. PDL and FMLA run concurrently. CFRA will be counted separately from PDL. CFRA will also be counted separately from FMLA taken for pregnancy disability, childbirth, or related medical conditions. You will receive an additional 12 weeks of bonding leave under the CFRA if you qualify.

**Notice and Leave Request Process.** If the need for leave is foreseeable because of an expected birth, adoption, or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice or complete and return the necessary paperwork will result in the delay or denial of leave. To request leave under this policy, obtain a leave request form from your Manager or Human Resources and return the completed form to Human Resources.

**Paid Leave During Pregnancy Leave.** You will be required to use available sick leave during PDL and may use any available vacation during your PDL in order to receive compensation. If you are on PDL for 8 or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

**Certification and Fitness-for-Duty Requirements.** When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Company, you may also be required to obtain a second and third certification from another health care provider at Company expense. Recertification of the continuance of your condition will also be required at appropriate intervals.

**Temporary Transfer and Other Accommodations.** If you are suffering from a pregnancy-related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request it based on the medical certification of a health care provider that it is medically advisable and if the request can be reasonably accommodated by the Company. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves. The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits to accommodate your need for intermittent leave or a reduced work schedule.

**Health Insurance.** The Company will maintain your health insurance coverage during leave as if you were still working. You should continue to make timely payments of your share of the premiums. The Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

**Return to Work.** Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave. At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

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

**Alternative Employment.** While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

**False Reason for Leave.** You will be terminated if you provide a false reason for a leave.

### Crime or Abuse Victims' Leave and Accommodation

PLA grants unpaid time off to eligible employees who are victims of a qualifying act of violence, as defined in this policy, and reasonable accommodations to eligible employees who are victims of, or who have family members who are victims of, a qualifying act of violence to help ensure their safety while at work.

For purposes of this policy, a "qualifying act of violence" is any of the following, regardless of whether anyone is arrested for, prosecuted for or convicted of committing any crime:

- Domestic violence
- Sexual assault
- An act, conduct or pattern of conduct that includes any of the following
  - o In which an individual causes bodily injury or death to another individual
  - o In which an individual exhibits, draws, brandishes, or uses a firearm or other dangerous weapon, with respect to another individual
  - o In which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death

For purposes of this policy, "family member" includes:

- Your biological, adoptive, or foster child; stepchild or legal ward; a child of a registered domestic partner; or a person to whom you stands *in loco parentis*.
- Your biological, adoptive, or foster parent; stepparent or legal guardian; or that of your spouse, or registered domestic partner (parent-in-law); or that of a person who stood *in loco parentis* when you, your spouse, or registered domestic partner were a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling; a stepsibling; or half-sibling.
- Your grandparent.
- Your grandchild.
- Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described in this policy.

You may request leave for any of the following purposes:

- Obtain or attempt to obtain any relief (includes but is not limited to a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim, their child, or a family member).
- Seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- Participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- Relocate or engage in the process of securing a new residence due to the qualifying act of violence, including but not limited to securing temporary or permanent housing or enrolling children in a new school or childcare.
- Provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- Prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- Seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

The leave duration under this policy is limited in certain circumstances as follows:

- When the employee isn't a victim but is taking leave for a family member who is a victim of a qualifying act of violence specifically for the purpose of relocating or engaging in the process of securing a new residence due to the qualifying act of violence, then leave under this policy is limited to 5 days.
- When the employee isn't a victim but is taking leave for a family member who is a victim of a qualifying act of violence for one of the other reasons listed above, then the total leave taken under this policy is limited to 10 days.
- Leave taken under this policy for any other permissible reason is limited to a total duration of 12 weeks.

Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. An employee may take up to 12 weeks of leave, provided for in the federal Family and Medical Leave Act (FMLA) for eligible employees.

If you need a reasonable accommodation for your safety at work, contact Human Resources. You will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work. For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of a qualifying act of violence. The Company may request recertification every 6 months. Please notify the Company if an approved accommodation is no longer needed. The Company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

PLA will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

### Civil Air Patrol Leave

Employees with more than 90 days of service are eligible for time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please inform your Manager that you may have to take time off for emergency duty. When taking time off for emergency duty, please provide as much advance notice as possible to your Manager. Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed 3 days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

### Volunteer Civil Service Leave

Employees shall be eligible for time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of 14 days unpaid leave time per calendar year to engage in required training. Please alert your Manager of your status and when possible provide notice when you may have to take time off for emergency duty or training.

### Military Leave

The Company supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify Human Resources and their Manager, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Supervisor or Manager as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length-of-service promotions, and length-of-service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

### Military Spouse Leave Policy

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

To be eligible for military spouse leave you must:

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

Notify your Manager of your need for leave within 2 business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave. You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

## Unpaid Leave of Absence

Unpaid leaves of absence may be granted to employees for reasons other than those protected by federal or state law such as FMLA, ADA, or military leaves. Unpaid leaves of absence are approved time off for up to 30 days in duration.

To request an unpaid leave of absence, you must submit your request in writing in advance of the need for the requested time off (at least one week whenever possible). Your request must set forth the specific reasons for the requested leave. Before an unpaid leave of absence is granted, an employee must use all accrued sick or vacation time. Unpaid leaves of absence are not granted automatically. The employee's Manager and Human Resources must grant approval for an unpaid leave of absence in advance, in writing.

An unpaid leave of absence can affect your benefits and your job position. For more information on how your benefits and job position may be affected, please contact Human Resources. Upon expiration of an authorized leave of absence, an employee must return to work or obtain an approved extension. Failure to do so will be interpreted as the employee's voluntary separation. Any unpaid leave of absence will be terminated immediately if the employee performs any work for another employer.

The Company maintains full discretion in determining whether a request for an unpaid leave of absence should be granted. In considering an employee's request for personal time off, the seriousness of the matter prompting the employee's request will be taken into consideration, as well as other factors affecting business operations. Such requests should be in response to a serious personal need rather than for occasional time off to rest or relax. Employees should make an effort to schedule ordinary personal and business needs outside business hours.

## School Appearances Involving Suspension

If you are the parent or guardian of a child facing suspension from school and are summoned to the school, you should alert your Manager as soon as possible before leaving work. No discriminatory action will be taken against an employee who takes time off for this purpose.

## School and Childcare Activities Leave

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

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

A "childcare provider or school emergency" means that the child cannot remain in a school or with a childcare provider due to one of the following:

- The school or childcare provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or childcare provider;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
- A natural disaster, including but not limited to fire, earthquake, or flood.

Leave is limited to 8 hours in any calendar month unless the reason is an emergency.

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

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

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

You are required to use accrued paid time off for this leave. The Company will not retaliate against employees who request or take leave in accordance with this policy.

### Time Off to Vote

PLA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, you can find time to vote either before or after your regular work schedule. If you are unable to vote in an official statewide election during your nonworking hours, you may take off enough working time to vote, including up to 2 hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your manager at least 2 working days' notice.

### Jury Duty

PLA encourages you to fulfill your civic responsibilities by performing jury duty when required and complies with applicable federal and state laws regarding absences for jury duty. Employees summoned for jury duty or appearing as a witness in a judicial proceeding may take time off for service. Time off for jury duty and appearing as a witness will be unpaid. However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may choose to use available accrued time off in place of unpaid leave.

You should notify your Manager of the need for time off for jury duty or to serve as a witness as soon as a notice or summons, subpoena, or other order from the court is received so that arrangements can be made to accommodate your absence. Employees are responsible for submitting verification of jury duty, which can be obtained from the court clerk. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday.

### Witness Duty

If you receive a subpoena to appear in court as a witness, you should show the subpoena to your Manager immediately after it is received so that operating requirements can be adjusted to accommodate your absence. Such time off will be unpaid, and you are expected to report for work as soon as the court's schedule permits. If you have been subpoenaed or otherwise requested to testify as a witness by PLA for Company business, you will be granted paid time off to appear in court. Any other court appearances must receive advance approval from management and will be unpaid. Employees are free to use any available paid time off to receive compensation for the period of this absence.

## INFORMATION TECHNOLOGY

### E-mail and Internet Use

The use of PLA automation systems, including computers and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the e-mail system or the Internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the Company. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

For purposes of these policies, the following definitions apply: “Computers” are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software, hardware, and servers. “Electronic communications” includes e-mail, text messages, instant messages, telephones, cell phones, and other handheld devices (such as cell phones, smart phones, writing tablets, or iPads), fax machines, and online services including the Internet. “Electronic information” is any information created by an employee using computers or any means of electronic communication, including but not limited to data, messages, multimedia data, images, and files.

Use of Company computers, networks, and Internet access is a privilege granted by PLA and may be revoked at any time for inappropriate conduct carried out on such systems, including but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the Company.
- Violating the laws and regulations of the United States or any other nation or any state, province, or local jurisdiction.
- Engaging in unlawful or malicious activities.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic materials.
- Becoming involved in partisan politics.
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems, including use of internet radio stations or streaming audio without express permission given by IT.
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging.
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended.
- Using recreational games or downloading and installing any “freeware” applications without prior approval from the IT staff.
- Defeating or attempting to defeat security restrictions on company systems and applications.
- Leaving portable computers unattended in vehicles, hotel rooms, or any other area that would be considered to have a high risk of theft or vandalism.
- Installing any unauthorized software or beta software packages without prior IT approval.
- Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Company anti-harassment policies and is subject to disciplinary action.

Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Company property may be removed from the premises.

The Company's e-mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution.

The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use. If you violate these policies, you could be subject to disciplinary action, up to and including termination. Any employee who discovers misuse of the Company e-mail or data systems should immediately contact Human Resources.

All company policies regarding computers and electronic information are not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

## Ownership and Access of Electronic Information

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company. Information stored in Company computers and file servers includes without limitation PLA trade secrets and private or confidential information. Trade secrets, which may include information regarding the development of systems, processes, products, know-how, and technology, are the property of the Company and may not be distributed outside the Company in any form whatsoever without the written permission of Human Resources.



PLA reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. PLA computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Company reserves the right to access, review, monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems, and other digital archives and to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Company policy or any law occurs. E-mail may be monitored by the Company, and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security, but the use of a password does not affect the Company's ownership of the electronic information or ability to monitor the information. The Company may override an employee's password for any reason. PLA reserves the right to keep a record of all passwords and codes used and may be able to override any such password system. No employee may access another employee's computer, computer files, or e-mail messages without prior authorization from either the employee or an appropriate Company official.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including termination.

## Confidentiality of E-Mail

As noted above, e-mail is always subject to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of e-mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access e-mail and computer systems files to satisfy curiosity about the affairs of others or any other non-legitimate business purpose. Employees found to have engaged in such activities will be subject to disciplinary action, up to and including termination.

## E-Mail Tampering

E-mail messages received should not be altered without the sender's permission; nor should e-mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's e-mail message.

## Online Browsing Policy

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Managers should work with employees to determine the appropriate use of the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Personal use of the company's Internet access is subject to inspection and monitoring by the Company. Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All PLA policies and procedures apply to employees' conduct on the Internet, especially but not exclusively relating to intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security. The Company has the right, but not the duty, to monitor all the aspects of its computer system, including but not limited to monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users whether for professional or personal use.

The Company may use software to identify inappropriate or sexually explicit Internet sites. Some sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

## Social Media Policy

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s social content, whether associated or affiliated with PLA, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Conduct that adversely affects your job performance, the performance of fellow associates, or members, customers, suppliers, or people who work on behalf of PLA or PLA’s legitimate business interests may result in disciplinary action up to and including termination. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

PLA employees are encouraged to use the following guidelines in social media practices:

- Be relevant to your area of expertise.
- Maintain professionalism, honesty, and respect.
- Maintain the confidentiality of PLA trade secrets and private or confidential information. “Trade secrets” may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- When making any statements regarding PLA, do not use the words “we”, “us”, “our”, or any other pronoun that includes anyone other than yourself.
- Express only your personal opinions. Never represent yourself as a spokesperson for PLA. If PLA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of PLA, fellow employees, customers, suppliers, or people working on behalf of PLA. If you do publish a blog or post online related to the work you do or subjects associated with PLA, make it clear that you are not speaking on behalf of PLA. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of PLA.”
- Do not create a link from your blog, website, or other social networking site to a PLA website without identifying yourself as a PLA employee.

Examples of activity showing good judgment would include statements of fact about PLA products and services, facts about already public information, or information on the PLA website. If any associate has a concern regarding social content, please contact Human Resources.

PLA prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this section incorporates, is intended, or will be applied to prohibit employees from exercising their rights protected under federal labor law, including concerted discussion of wages, hours, or other terms and conditions of employment. This policy is intended to comply with all federal, state, and local laws and will not be applied or enforced in a manner that violates such laws.

## Using Social Media at Work

Use of social media while on work time or on equipment we provide is prohibited unless it is work-related as authorized by your Manager or consistent with the Company Equipment Policy. Do not use PLA email addresses to register on social networks, blogs, or other online tools utilized for personal use.

## Personal Devices and Services

Employees may request permission to connect their personally owned devices to the company networks, systems, and data. The request for access must be submitted to the IT Department for prior approval.

## Acceptable Personal Device Use

No sensitive, proprietary, or confidential information is to be stored on personally owned smartphones or tablet computers at any time. If a personally owned smartphone or tablet computer is lost, stolen, retired, decommissioned, or misplaced, the user must notify the IT Hotline at 479-478-7898 immediately so that appropriate steps can be taken to delete all the device's company information and network settings.

## Mobile Device Security

All users must also enable a secure passcode or password that must be entered before the device's data can be accessed. Users requiring security or passcode assistance should contact the IT Department. No mobile device may be connected to the organization's networks, systems, or data without passcode protection.

## BUSINESS PRACTICES

### Access to Employee Files

PLA maintains electronic employee files on each employee. PLA is committed to protecting the privacy and security of information on current and former employees. PLA does not sell or otherwise disclose this employee information for monetary or other consideration to third parties. The employee file includes such information as the job application, resume, records of training, documentation of performance appraisals and salary changes, and other required employment records. Employee files are the property of PLA, and access to the information they contain is restricted. Generally, only management personnel of PLA who have a legitimate reason to review information in a file are allowed to do so.

As a current or former employee, you have the right to inspect or receive a copy of the records that PLA maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your file by law, and there are legal limitations on the number of requests that can be made. Employees may add their version of any disputed item to the file. Employees can access their files through Employee Self Service or by requesting a copy from their Manager or Human Resources.

You may designate a representative to conduct an inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. PLA may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your employee files.

With reasonable advance notice, you may review your own file in PLA's offices and in the presence of an individual appointed by PLA or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date PLA receives your written request to inspect or copy your records (unless you/your representative and PLA mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request). If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of employee information to outside sources, other than your designated representative, will be limited. However, PLA will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

### Information Requests and Employment References

If a current employee wishes PLA to verify information requested by outside sources for credit or other purposes, a release form setting forth the precise information to be released with the employee's signature must accompany the request. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Responses to reference check inquiries will be limited to information that can be substantiated by PLA's records.

Managers and other employees are prohibited from providing personal or employment information on current or former employees. Any such release of PLA's information can be grounds for termination. Refer all such requests to Human Resources.

## Personal Employee Data Changes

It is the responsibility of each employee to keep their personal employee data current. Employees can make status changes, including mailing address, telephone number, marital status, number and names of dependents, emergency contacts, and other relevant data through their account in Employee Self Service.

## Nepotism and Fraternization

Relatives of employees may be eligible for employment with the Company only if individuals involved do not work in a direct supervisory relationship or in job positions in which there is a conflict of interest, with limited exceptions depending on the circumstances at the Company's sole discretion. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest. Current employees who may have a new relationship forming during their employment that could violate this policy are required to notify their Manager or Human Resources immediately.

## Off-Duty Use of Facilities

Employees are prohibited from remaining on PLA premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use. This policy is not intended to limit the ability of employees to use the Company's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors, or staffing.

## Workplace Attire Standards

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that PLA presents to customers and visitors. During business hours or when representing PLA, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your attire must meet all PPE and safety requirements of your position, including but not limited to the wearing of jewelry. If your Manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your Manager if you have questions as to what constitutes appropriate appearance.

## Smoking and Tobacco

In keeping with PLA's intent to provide a safe and healthy work environment, usage of tobacco products and other related paraphernalia of any kind in the workplace is prohibited except in those locations that have been specifically designated as tobacco usage areas. This policy applies equally to all employees, customers, and visitors. This policy is extended to prohibit the use of e-cigarettes, vaping devices, or similar products except in designated smoking areas.

## Personal Property

Employees may be permitted to bring or use personal items in Company facilities at the discretion of the Manager. However, the Company is not responsible for the loss, damage, or theft of your personal belongings. You should exercise discretion in storing any personal items.

## Recording Device Policy

Due to the potential for issues such as invasion of privacy, harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work unless protected under law. The use of recorders or other types of voice recording devices anywhere on company property, including to record conversations or activities of other employees or management, or while performing work for PLA, is also strictly prohibited unless the device was provided to you by PLA and is used solely for legitimate business purposes and consent has been received from those being recorded.

## No Solicitation / No Distribution

PLA works hard to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not sell merchandise, solicit for any cause, or distribute literature of any kind (for themselves or another person) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on company property at any time without management's prior written approval. Working time includes the working time of both the employee doing the soliciting and distributing, and any employee to whom the soliciting or distributing is being directed.

## Personal Visitors and Telephone Calls

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum and only be made or received after working hours or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas. Violations of this policy may result in disciplinary action. If any unauthorized individual is observed on the premises, you should immediately notify your Manager.

## Termination of Employment

The employment relationship between PLA and its employees is at will and may be terminated at any time by PLA or the employee for any or no reason, with or without notice, except as prohibited by applicable state law. Employees who desire to leave the company are asked to give at least 2 weeks' notice to allow time to process the separation and find a replacement. PLA reserves the right to determine an earlier effective date.

Employees must return all PLA property issued to them or in their possession or control immediately upon termination of employment. Where permitted by applicable laws, PLA may deduct from the employee's final wages to cover the cost of items that are not returned when required. PLA may also take all actions deemed appropriate, such as engaging law enforcement, to recover or protect its property.

All employee wages and benefits that are due and payable at termination will be paid in accordance with applicable federal and state laws.

## California Employee Privacy Policy

Pursuant to the California Consumer Privacy Act, as amended by the California Privacy Rights Act of 2020 ("CCPA"), we are required to provide California employees with a privacy policy that contains a comprehensive description of our practices regarding our collection, use, sale, sharing, and retention of their personal information as well as a description of the rights they have regarding their personal information. This Privacy Policy provides the information the CCPA requires as well as other useful information regarding our collection and use of personal information.

**Applicability.** This Privacy Policy is intended solely for, and is applicable only to, current and former California employees. Where relevant, it also applies to job applicants, interns, agency workers, contractors, consultants, directors, and other individuals whose information we collect in connection with providing employment. For ease of reference, this Privacy Policy generally refers to employee data, but this does not indicate in any way that an individual is our employee.

**Personal Information We Collect.** The CCPA defines "personal information" to mean information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular California resident or household. Personal information does not include publicly available, deidentified, or aggregated information or lawfully obtained, truthful information that is a matter of public concern. For purposes of this Privacy Policy, we will refer to this information as "Personal Information."

We currently collect and, in the 12 months prior to the effective date of this Privacy Policy, may have collected the following categories of Personal Information from employees:

- Identifiers (name, alias, postal address, online identifier, email address, Social Security number, driver's license number, other similar identifiers)
- Other types of state identification card numbers such as California ID cards
- Telephone number
- Signature

- Physical characteristics or description
- Bank account number for payroll purposes
- Corporate credit card number where applicable
- Medical information where enrolled in benefits of resulting from workers' compensation claim
- Insurance policy number or subscriber identification number where enrolled in benefits
- Any unique identifier used by health insurer to identify employee
- Any information in an individual's application
- Internet or other electronic network activity information (information regarding an individual's interaction with website or application)
- Geolocation data (regional, city/state, and precise)
- Records of personal property
- Education information
- Professional or employment-related information (including employment history, requests for leave under our leave policies)
- Characteristics of protected classifications under California or federal law (race, color, sex/gender [including pregnancy, childbirth, breastfeeding and/or related medical conditions], sexual orientation, gender identity/expression, age [40 and older], national origin, ancestry, disability [mental and physical, including HIV/AIDS, cancer, and genetic characteristics], citizenship or immigration status, genetic information, marital status, medical condition [genetic characteristics, cancer or a record or history of cancer], military or veteran status, status as a victim of domestic violence, assault, or stalking, requests for family care leave, an employee's own serious health condition, and pregnancy disability leave)
- Audio, video, or electronic surveillance (e.g., CCTV video footage)
- Inferences drawn from above information to create a profile about an individual reflecting an individual's preferences and/or characteristics

**Sources of Personal Information.** We collect Personal Information directly from you (California residents) and possibly from staffing companies; government entities; other employees; business partners; payroll providers; benefits providers; medical providers; background checks; claims handlers; authentication and single sign-on providers; operating systems, platforms, or software; and surveillance systems. We do not collect all categories of Personal Information from each source.

**Purposes for Collection.** We currently collect and have collected the above categories of Personal Information for all purposes of providing employment, including to:

- Process payroll;
- Request your complete applications and forms associated with your employment or prospective employment;
- Consider you for potential employment;
- Perform a background check;
- Verify your ability to work in this country;
- Identify you as a veteran;
- Perform diversity and inclusion initiatives, including data analysis, development, and deployment;
- Request you acknowledge your agreement to certain company policies;
- Administer and maintain benefits, including group health insurance;
- Administer and maintain your retirement account;
- Contact individuals for emergency purposes;
- Track time and attendance at work;
- Manage workers' compensation claims;
- Manage your job-related performance;
- Arrange business travel;
- Investigate and handle disciplinary actions or termination;
- Establish training and/or development requirements;
- Grant and monitor your access to secure company facilities;
- Engage in corporate transactions requiring review of employee records and information, such as for evaluating potential mergers and acquisitions;
- Review web traffic and events, monitor for virus attacks and web content, and determine bandwidth consumption;
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
- Prevent the spread of COVID-19;
- Perform surveillance (e.g., CCTV);
- Comply with federal and state law;
- Enforce our legal rights; and

- Engage in other legitimate business purposes reasonably required for our day-to-day operations such as accounting, financial reporting and business planning.

**Disclosure of Personal Information.** The following list identifies the possible recipients to whom we disclosed Personal Information for a business purpose in the 12 months preceding the effective date of this Privacy Policy:

Human resource information systems; operating systems (including financial); customer relationship management systems; background check service providers; government or law enforcement entities; applicant and/or recruiter software; payroll/tax providers; expense management service providers; enterprise travel providers; data analytics providers; company bankers; authentication and single sign-on providers; security providers; mobile device management providers; accountants; lawyers; benefits providers; social networks; company insurers; communication service providers; training service providers; consultants and other professional advisors

We have not sold Personal Information in the twelve (12) months preceding the effective date of this Privacy Policy. We do not knowingly sell or share the Personal Information of individuals. We do not collect or process Personal Information for the purpose of inferring characteristics. We do not use Sensitive Personal Information for purposes other than those allowed by the CCPA and its regulations.

**Retention of Personal Information.** We retain your Personal Information for as long as necessary to fulfill the purposes for which we collect it, such as to provide you with services you have requested and to satisfy any applicable legal, accounting, contractual, or reporting requirements. Please contact Human Resources for more information on our employee data retention schedule.

**Your Rights.** If you are a California employee, you have the following rights with respect to your Personal Information:

1. The right to know what Personal Information we have collected about you, including the categories of Personal Information, the categories of sources from which we collected Personal Information, the business or commercial purpose for collecting, selling, or sharing Personal Information (if applicable), the categories of third parties to whom we disclose Personal Information (if applicable), and the specific pieces of Personal Information we collected about you;
2. The right to delete Personal Information that we collected from you, subject to certain exceptions;
3. The right to correct inaccurate Personal Information that we maintain about you;
4. If we sell or share Personal Information, the right to opt-out of the sale or sharing;
5. If we use or disclose sensitive Personal Information for purposes other than those allowed by the CCPA and its regulations, the right to limit our use or disclosure; and
6. The right not to receive discriminatory treatment by us for the exercise of privacy rights conferred by the CCPA.

**How to Submit a Request to Know, Delete, and/or Correct Personal Information.** You may submit a request to know, delete, and/or correct your Personal Information by contacting Human Resources through the Report It® hotline at 877-700-7020 or by visiting [www.reportit.com](http://www.reportit.com) and using the Report It® code: PLASOLUTIONS. If you are submitting a request on behalf of a California employee, we will require additional information to verify your authority to act on behalf of the California employee.

In addition to the CCPA rights discussed above, California law provides current and former employees with the right to request certain information relating to their employment, such as the right to access their personnel file and payroll records. Because these requests are governed by laws that contain different requirements than the CCPA, we handle such requests separately from CCPA requests.

If you would like to update your personal information, such as to notify us of a change of name or address, or if you have questions about your employment, please submit your request or question through your Manager, the Employee Self Service Portal, or by contacting Human Resources through the Report It® hotline at 877-700-7020 or by visiting [www.reportit.com](http://www.reportit.com) and using the Report It® code: PLASOLUTIONS.

**Our Process for Verifying a Request to Know, Delete, and/or Correct Personal Information.** We will comply with your request upon verification of your identity and, to the extent applicable, the identity of the California employee on whose behalf you are making such request. We will verify your identity either to a “reasonable degree of certainty” or a “reasonably high degree of certainty” depending on the sensitivity of the Personal Information and the risk of harm to you by unauthorized disclosure, deletion, or correction as applicable. For requests to access categories of Personal Information and for requests to delete or correct Personal Information that is not sensitive and does not pose a risk of harm by unauthorized deletion or correction, we will verify your identity to a “reasonable degree of certainty” by verifying at least two data points that you previously provided to us and that we have determined to be reliable for the purpose of verifying identities. For requests to access specific pieces of Personal Information or for requests to delete or correct Personal Information that is sensitive and poses a risk of harm by unauthorized deletion or correction, we will verify your identity to a “reasonably high degree of certainty” by verifying at least three pieces of Personal Information previously provided to us and that we have determined to be reliable for the purpose of verifying identities. In addition, you will be

required to submit a signed declaration under penalty of perjury stating that you are the individual whose Personal Information is being requested.

**Accessibility.** We are committed to ensuring this Privacy Policy is accessible to individuals with disabilities. If you wish to access this Privacy Policy in an alternative format, please contact us as described below.

**How to Contact Us.** To contact us with questions or concerns about our privacy policies or practices please contact Human Resources:

1. Visit [www.reportit.com](http://www.reportit.com) and use the Report It® code: PLASOLUTIONS
2. Text PLASOLUTIONS to 63975
3. Call the Report It® hotline at 877-700-7020



## ACKNOWLEDGMENT OF HANDBOOK RECEIPT

I acknowledge that the purpose of this Handbook is to provide general information about the policies, procedures, and services provided by PLA. This Handbook supersedes all other versions of the Handbook. I understand that I am obligated to read and familiarize myself with this Handbook and refer to it when questions arise. I further understand that I should consult my Manager or Human Resources regarding any questions not answered in the California Handbook.

**I understand that this Handbook is not intended to create an employment contract, express or implied, and that nothing contained herein should be considered a contractual obligation, promise, or other legal right regarding employment or any other benefit of employment or terms for separation of employment. I further understand that my employment is for no definite period of time. All employees of PLA are at-will employees, and the employment relationship can be terminated at any time and for any reason by either the employee or PLA, with or without notice.**

From time-to-time, certain benefits, policies, and procedures, as explained in this Handbook, may change as business, employment legislation, and economic conditions dictate. Thus, PLA reserves the right to modify, revoke, suspend, change, or eliminate any of the policies, procedures, or benefit plans as described in this Handbook at any time, with or without prior notice to its employees. Should changes occur, PLA will attempt to notify employees as soon as practicable.

Accordingly, no statement or promise made by a supervisor, manager, or any other management-level employee may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

By signing below, I acknowledge that I have received a copy of the California Handbook, read the California Handbook in its entirety, and understood its provisions. I also agree to follow the rules and procedures described in the California Handbook as well as any revisions made in the future.

EMPLOYEE NAME (Please Print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_