



Employee Handbook & Safety Guidelines

50-State Edition

For Field Staff Employees Working In
Midwest Construction Services, Inc.

d/b/a

**Trillium Construction Services
Trillium Driver Solutions
Trillium Environmental Services**



Effective January 1, 2020

**Employee Handbook and Safety Guidelines
South Carolina Acknowledgment for
Field Employees Working in Midwest Construction Services, Inc.**

Intended for any work assignments that may now or in the future reside in the state of

SOUTH CAROLINA

Please review and sign this acknowledgement as required by that state law. This would apply to you only when working in the state of South Carolina, but we ask that you sign this document as required upon receiving this handbook.

PURSUANT TO SOUTH CAROLINA LAW, I ACKNOWLEDGE AND UNDERSTAND THAT THIS EMPLOYEE HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE COMPANY AND ME.

I AGREE AND ACKNOWLEDGE THAT I AM AN AT-WILL EMPLOYEE, MEANING THAT I CAN QUIT OR BE TERMINATED AT ANY TIME, FOR ANY REASON OR NO REASON. I AGREE AND ACKNOWLEDGE THAT THIS AT-WILL RELATIONSHIP CANNOT BE ALTERED AND THAT NO CONTRACT CAN BE FORMED REGARDING ANY TERM OR CONDITION OF EMPLOYMENT UNLESS IT IS IN WRITING AND SIGNED BY THE CEO, THE PRESIDENT, THE CFO, OR THE HEAD OF HUMAN RESOURCES.

I ALSO AGREE AND ACKNOWLEDGE THAT THIS IS THE FIRST PAGE OF THE EMPLOYEE HANDBOOK DELIVERED TO ME.

Printed Name	Signature	Date

**Please sign and return this acknowledgement to your
Trillium Branch Office within 5 days. Thank you!**

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Welcome to Trillium: Your Partner at Work!

On behalf of your colleagues, I welcome you to Trillium and wish you every success here.

We believe that each employee contributes directly to Trillium's growth and success, and we hope you will take pride in being a member of our team. We've included our Mission Statement below. Please take a moment to review Trillium's mission and to see what our company is all about.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the employee handbook as soon as possible as it will answer many questions about employment with Trillium. If you have any questions about this handbook, please talk with Corporate Human Resources staff.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

René Poch
Chief Executive Officer

100 ~ Our Mission



Trillium Staffing follows a partnership approach by connecting high quality talent to compelling careers within diverse national markets. We achieve this through professionalism, honesty, and integrity as a recognized leader in the staffing and recruitment industry.



101 ~ Introduction

This handbook is designed to acquaint you with *Trillium* and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed for your benefit. The objective is to provide a work environment that is conducive to both personal and vocational growth.

As you work through this Employee Handbook and Safety Guidelines document, you'll see our general policies and rules for the field staff employees working within the many divisions which are a part of *Midwest Construction Services, Inc.*, outlining many policies specific to the laws and regulations of all 50 United States. If there is a state-specific policy contained within any section, it will supersede the corresponding general policy or rule reflected within that section of the Handbook and Safety Guideline relative to employees working in those states.

No employee handbook can anticipate every circumstance or question about policy. As Trillium continues to grow, the need may arise to change policies described in the handbook. Trillium, therefore, reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time, as it deems appropriate, at its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur. To be effective, any change to this Handbook must be in writing and signed by the CEO, President, or Head of Human Resources of Midwest Construction Services, Inc.

Unless otherwise listed, the provisions of this Handbook apply to the field staff employees working for the divisions which are a part of *Midwest Construction Services, Inc.* This handbook supersedes and replaces all prior and existing policy statements, representations, contracts, previous handbooks, understandings or agreements whether verbal or written relating to conditions of employment, employment policies, benefit programs, and related matters as listed in this handbook as to field staff employees when they are working on assignments in any state.

Should any policy, section, or portion of this handbook be declared invalid, the remainder of the handbook will still be considered valid and enforceable. In addition to this employee handbook, we have several detailed contracts and policies for benefits programs. In case of any conflict between the information in this handbook and the more detailed benefit program contracts or policies, the more detailed documents will take precedent.

Trillium adheres to the policy of employment at will, which permits the company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. No Company representative other than the CEO, President, or Head of Human Resources may modify the at-will status of any employee, and/or provide any special arrangement concerning terms and conditions of employment in any individual case or generally such modification must be in writing and signed by the CEO, President or Head of Human Resources.

The policies and procedures in this handbook are not intended to be contractual commitments by Trillium. They are intended to be guidelines. Trillium reserves the right to revoke, change, or supplement these guidelines at any time upon reasonable written notice to you.

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102 ~ Nature of Employment

Employment with Trillium is voluntarily entered and you, as the employee, are free to resign at will at any time with or without cause. Similarly, Trillium may terminate the employment relationship at will at any time with or without cause.

Policies set forth in this handbook are not intended to create a contract nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Trillium and any of its employees. The policies are intended to be guidelines. Furthermore, no policy is a guarantee that either employment or any individual benefit will continue for any specific duration. No promise of permanent employment, or employment for any term, is intended or may be implied by or inferred from any statements in this handbook.

The provisions of the handbook have been developed at the discretion of management and may be amended, supplemented, or canceled at any time at Trillium's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to except in a writing signed by the CEO, President, or Head of Human Resources of Midwest Construction Services, Inc.

103 ~ Equal Employment Opportunity

Because we want to be the best possible place to work, our policy is to provide equal employment and advancement opportunities to all qualified employees and applicants. Employment decisions at Trillium are based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's actual or perceived race, creed, color, religion, sex, sexual orientation, national origin, age, disability, arrest record, or any other characteristic protected by applicable local, state or federal laws. We seek to obtain employees qualified or trainable for a position by virtue of job-related educational standards, training, experience, and personal qualifications.

Additional characteristics, other than those listed above, are protected and banned from discrimination in each state covered by this handbook as follows.

- **ALABAMA Employees**: military status.
- **ALASKA Employees**: ancestry, marital status changes, pregnancy, or parenthood, and military status.
- **ARIZONA Employees**: genetic information and military status.
- **ARKANSAS Employees**: ancestry, genetic information, pregnancy, childbirth, or related medical conditions, and military status.
- **CALIFORNIA Employees**: ancestry, medical condition, pregnancy, childbirth or related medical conditions, genetic information, gender identity, gender expression, military status and veteran status.
- **COLORADO Employees**: transgender status, gender identity, or gender expression, marital status, ancestry, pregnancy, or sexual orientation.
- **CONNECTICUT Employees**: employment status, family responsibilities, gender identity or expression, genetic information, marital status, ancestry, pregnancy or its related conditions, childbearing capacity, sterilization, fertility, or related medical conditions and veteran status.
- **DELAWARE Employees**: genetic information, gender identity, marital status, pregnancy including childbirth and related conditions, crime victim status, employment status, family responsibilities, and reproductive health decisions.



- **DISTRICT OF COLUMBIA Employees**: personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation, marital status, pregnancy, childbirth, reproductive health, or related conditions.
- **FLORIDA Employees**: pregnancy, ancestry, genetic information, HIV Status, marital status and military or veteran status (if honorably discharged).
- **GEORGIA Employees**: veteran status.
- **HAWAII Employees**: gender identity or expression, ancestry, marital status, crime victim status, arrest or court records, family responsibilities, pregnancy, childbirth and related medical conditions; reproductive health, genetic information, and military or veteran status (if honorably discharged).
- **IDAHO Employees**: ancestry, genetic information, or pregnancy, and military or veteran status (if honorably discharged).
- **ILLINOIS Employees**: ancestry, marital status, military status including unfavorable discharge from military service, citizenship status, crime victim status, gender identity, or genetic information, and military or veteran status (if honorably discharged).
- **INDIANA Employees**: ancestry or veteran status.
- **IOWA Employees**: identity, genetic information, marital status, HIV/AIDS status and military or veteran status (if honorably discharged).
- **KANSAS Employees**: ancestry, HIV/Aids status, genetic information, marital status, pregnancy, and military or veteran status (if honorably discharged).
- **KENTUCKY Employees**: pregnancy, childbirth, or related medical condition, HIV status, and military or veteran status (if honorably discharged).
- **LOUISIANA Employees**: pregnancy, genetic information, and military or veteran status (if honorably discharged).
- **MAINE Employees**: ancestry, HIV status, pregnancy, or related medical conditions, gender identity or gender expression, marital status, use of tobacco products, and military or veteran status (if honorably discharged).
- **MARYLAND Employees**: marital status, gender identity, genetic information, and military or veteran status (if honorably discharged).
- **MASSACHUSETTS Employees**: genetic information, pregnancy or related conditions, ancestry, or veteran status.
- **MICHIGAN Employees**: weight, height marital status, genetic information, pregnancy, childbirth, or related medical condition, and military or veteran status (if honorably discharged).
- **MINNESOTA Employees**: marital status, familial status, public assistant status, gender identity, genetic information, pregnancy, childbirth or related disabilities, and military or veteran status (if honorably discharged).
- **MISSOURI Employees**: ancestry, genetic information, pregnancy, marital status, and military or veteran status (if honorably discharged).
- **MONTANA Employees**: marital status, pregnancy, and military or veteran status (if honorably discharged).



- **NEBRASKA Employees**: marital status, pregnancy, childbirth, or related medical condition, and military or veteran status (if honorably discharged).
- **NEVADA Employees**: pregnancy, childbirth, and related medical conditions, gender identity or expression, genetic testing, and military or veteran status (if honorably discharged).
- **NEW HAMPSHIRE Employees**: gender identity, marital status, pregnancy or related medical conditions, and military or veteran status (if honorably discharged).
- **NEW JERSEY Employees**: pregnancy, breastfeeding, gender identity or expression, service in the U.S. armed forces, ancestry, marital status, genetic information, and military or veteran status (if honorably discharged).
- **NEW MEXICO Employees**: ancestry, marital status, gender identity, pregnancy, childbirth, or related medical conditions, or military service.
- **NEW YORK Employees**: predisposing genetic characteristics, familial status, marital status, domestic violence victim status, association with members of protected categories, gender identity, gender dysphoria, genetic information, ancestry, sexual and reproductive health decisions, or military status.
- **NORTH CAROLINA Employees**: genetic information or military service.
- **NORTH DAKOTA Employees**: status, pregnancy, childbirth or related disabilities, and military or veteran status (if honorably discharged).
- **OHIO Employees**: military status, ancestry, pregnancy, childbirth or related medical condition and military or veteran status (if honorably discharged).
- **OKLAHOMA Employees**: genetic information, marital status, ancestry, or pregnancy, childbirth or related medical condition.
- **OREGON Employees**: familial status and expunged juvenile records.
- **PENNSYLVANIA Employees**: ancestry, gender identity, gender expression, pregnancy, and military or veteran status (if honorably discharged).
- **RHODE ISLAND**: gender identity, gender expression, ancestry, employment status, gender identity or expression, genetic information, HIV status, pregnancy, childbirth or related medical condition, and military or veteran status (if honorably discharged).
- **SOUTH CAROLINA Employees**: ancestry, pregnancy, childbirth, and related medical conditions and military or veteran status (if honorably discharged).
- **SOUTH DAKOTA Employees**: genetic information, marital status, ancestry, and pregnancy or childbirth.
- **TENNESSEE Employees**: military or veteran status (if honorably discharged).
- **TEXAS Employees**: genetic information, ancestry, pregnancy childbirth, or related medical conditions, and military or veteran status (if honorably discharged).
- **UTAH Employees**: pregnancy, childbirth, pregnancy related medical conditions, gender identity, genetic information, ancestry, and military or veteran status (if honorably discharged).
- **VERMONT Employees**: ancestry, gender identity, crime victim status, genetic information, HIV status, and pregnancy and pregnancy related conditions,



- **VIRGINIA Employees**: genetic information, marital status, military or veteran status (if honorably discharged), and pregnancy, childbirth, or related medical condition.
- **WASHINGTON Employees**: ancestry, gender identity, gender expression, weight, and military or veteran status (if discharged honorably).
- **WEST VIRGINIA Employees**: ancestry, military or veteran status (if honorably discharged), and pregnancy, childbirth, or related medical conditions.
- **WISCONSIN Employees**: genetic information, marital status, military or veteran status (if honorably discharged), ancestry, and pregnancy, childbirth, maternity leave, or related medical conditions.
- **WYOMING Employees**: ancestry, pregnancy, military or veteran status (if honorably discharged), and genetic information.

Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, discipline and general treatment during employment.

We do not discriminate against qualified applicants or employees with known physical or mental limitations or qualified employees with disabilities who with or without a reasonable accommodation can perform the essential functions of the job. Trillium will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, promotion, transfer, demotion, wage rates or other forms of compensation, discipline, layoff, or termination, and access to benefits and training.

If you need assistance to perform your job because of a physical or mental condition or have a qualifying physical or mental disability that affects your job or a job you would like to have, you must request the accommodation in writing. You will need to tell us the type of accommodation you believe that you need. We will work with you to either provide the reasonable accommodation you request or an alternative one at our discretion, if it does not cause Trillium an undue hardship.

Employees with questions or concerns about equal employment opportunities or any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Trillium representative, Trillium manager or the Trillium Corporate Human Resources Department. Furthermore, if you believe that you have observed or have been affected by a discriminatory practice, you must immediately report it, in writing, to your Trillium representative, Trillium manager or the Trillium Corporate Human Resources Department.

Employees can raise concerns and make reports without fear of reprisal. Trillium will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Anyone found to be engaging in any type of unlawful discrimination, harassment, or retaliation will be subject to disciplinary action up to and including termination of employment. Discrimination in any form will not be tolerated because it directly interferes with Trillium's goal of being a great place to work.

Federal and state laws prohibit managers, supervisors, co-workers and others (including people not employed by Trillium or a client) from engaging in unlawful discrimination, harassment or retaliation.

To protect yourself and possibly others from future discrimination, harassment or retaliation, you must promptly report incidents of unlawful harassment to your Trillium representative, manager, or Human Resources. Any report of discrimination, sexual or other unlawful harassment or retaliation must be reported in writing. If your Trillium representative is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the next level Trillium manager or Human Resources. You are expected to cooperate in any investigations of discrimination, harassment or retaliation. Employees can raise concerns and make reports without fear of reprisal. Any supervisor or manager who becomes aware of possible discrimination, unlawful harassment or retaliation must promptly advise the next level management and Human Resources, who will handle the matter in a timely and confidential manner. A fair, timely and thorough investigation will be conducted in which all parties will receive due process, and reasonable, evidence-based conclusions will be reached. Appropriate remedial action will be taken if warranted.



If after making a report you have not received a satisfactory response within 5 business days, you should contact the next level Trillium manager, a Divisional Vice President, or Human Resources.

All complaints will be kept confidential to the extent that is practical, but confidentiality cannot be guaranteed.

Any form of retaliation against an individual who complains in good faith of harassment or who cooperates in an investigation of such a complaint is strictly prohibited. If you feel you have been subjected to any such retaliation, report it immediately to your Trillium representative, manager or Human Resources as described above.

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104 ~ Policy Against Sexual & Other Unlawful Harassment

Trillium is committed to providing a work environment that is free of discrimination and unlawful harassment. We all suffer when our workplace tolerates abusive and demeaning behavior. To eliminate harassment, we all need to understand it. Harassment harms everyone, not just the victim. It undermines the trust and respect necessary for a productive work environment. If employees understand why it is harmful, we can all help to prevent it from happening. We all have the right to fair treatment at work.

Harassment is any conduct or communication that creates an intimidating, hostile, or offensive work environment or that has the purpose or effect of unreasonably interfering with work performance. Harassment creates an unproductive, harmful, and unpleasant work environment and that's not what we want for employees. It can be aimed specifically at certain people or it might be more generalized throughout the workplace. You need to know that any actions, words, jokes, or comments based on an individual's race, creed, color, religion, sex, national origin, age, disability, arrest record, or any other characteristic protected by applicable local, state or federal laws will not be tolerated.

- **CALIFORNIA Employees:** California also bars harassment based on ancestry, medical condition, pregnancy, childbirth or related medical conditions, genetic information, gender identity, gender expression, military status and veteran status.
- **COLORADO Employees:** Colorado also bars harassment based on ancestry.
- **CONNECTICUT Employees:** Connecticut also bars harassment based on gender identity or gender expression.
- **HAWAII Employees:** Hawaii also bars harassment based on ancestry.
- **IOWA Employees:** Iowa also bars harassment based on gender identity, sexual orientation, and gender identity.
- **MARYLAND Employees:** Maryland also bars harassment based on previous assertion of workers' compensation claims, sexual orientation, gender identity, genetic information, and the refusal to submit to genetic tests, or make genetic test results available.
- **MAINE Employees:** Maine also bars harassment based on ancestry, assertion of workers compensation claims or rights, or previous refusal to commit illegal acts.
- **NEW YORK Employees:** New York also bars harassment based on ancestry, gender identity and transgender status
- **OREGON Employees:** Oregon also bans harassment based on familial status and expunged juvenile records.
- **WASHINGTON Employees:** Washington also bars harassment based on ancestry, gender identity, gender expression and military or veteran status (if discharged honorably).
- **WASHINGTON D.C. Employees:** Washington also bars harassment based on marital status, personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation or political affiliation.

Sexual harassment, both overt and subtle, is a form of sex discrimination and employee misconduct that is unwelcome and demeaning to another person. It undermines the integrity of the employment relationship, and is harmful, illegal, and strictly prohibited. It may be comprised of unwelcome sexual advances or other physical (touching or obscene gestures), verbal (obscene or suggested words, threats, comments, or sexual humor), or visual (pornography, calendars, graffiti, displays of sexually explicit or suggestive materials, etc.) conduct by a supervisor, manager, co-worker or others (including people not employed by Trillium or a client) in the workplace. It can create an intimidating or offensive work environment and negatively affect the atmosphere of the workplace in general.



Harassment based on other protected characteristics can consist of unwelcome, offensive or threatening, verbal or written comments or physical actions relating to any of an individual's or group's protected characteristics as described above.

Inappropriate comments, jokes, or images are examples of harassing behavior whether they are communicated face-to-face, by e-mail, by tweet, instant messaging, through text message or some other electronic means, or by posting on a social media or networking site. Technology has made it simple to create and communicate a message, photo, or a video at just a click of a button. You need to understand that inappropriate materials can constitute harassment regardless of how they are delivered. It can be printed, a screenshot, or forwarded to any number of individuals and made available for public viewing on the Internet. Do not post offensive messages on social media or transmit sexually suggestive messages by email, cell phone, or any other means. If it's inappropriate conduct in person, it's inappropriate in any form of media and may constitute unlawful workplace harassment.

Under no circumstances will any form of harassment be allowed or condoned. No one will threaten or insinuate, explicitly or implicitly, that another employee's refusal to submit to sexual advances will result in any tangible employment action or otherwise adversely affect the person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or cause any harm to that person. Similarly, no one will promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Federal and state laws prohibit managers, supervisors, co-workers and others (including people not employed by Trillium or a client) from engaging in unlawful discrimination, harassment or retaliation.

Harassment of any kind is bothersome, demeaning, irritating, and/or annoying behavior. Most harassment is simply disrespectful behavior toward others. The involved parties can be men or women, supervisors, subordinates, or peers. Men and women on every level can be harassers or victims. Clients and vendors can be guilty of committing sexual harassment against employees. Harassers and victims can be members of the same sex, although it's important to note that the key is not the sexual orientation of the individuals involved but rather the act of harassment of a sexual nature. Bystanders and witnesses may also be considered victims and can be affected by the harassment.

Harassment is a behavior and you, as an adult, are responsible for your behavior and its consequences. We each have the responsibility to treat others with respect. If you stay aware of your responsibility and assert your rights to a respectful work environment, you will have taken an important step toward eliminating all forms of harassment.

To protect yourself and possibly others from future harassment, you must promptly report incidents of unlawful harassment to your Trillium representative, manager, or Human Resources. Any report of sexual or other unlawful harassment must be reported in writing. If your Trillium representative is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the next level Trillium manager or Human Resources. You are expected to cooperate in any investigations of harassment. Employees can raise concerns and make reports without fear of reprisal. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must promptly advise the next level management and Human Resources, who will handle the matter in a timely and confidential manner. A fair, timely and thorough investigation will be conducted in which all parties will receive due process, and reasonable, evidence-based conclusions will be reached. Appropriate remedial action will be taken if warranted.

If after making a report of harassment you have not received a satisfactory response within 5 business days, you should contact the next level Trillium manager, a Divisional Vice President or Human Resources.

All complaints will be kept confidential to the extent that is practical, but confidentiality cannot be guaranteed.

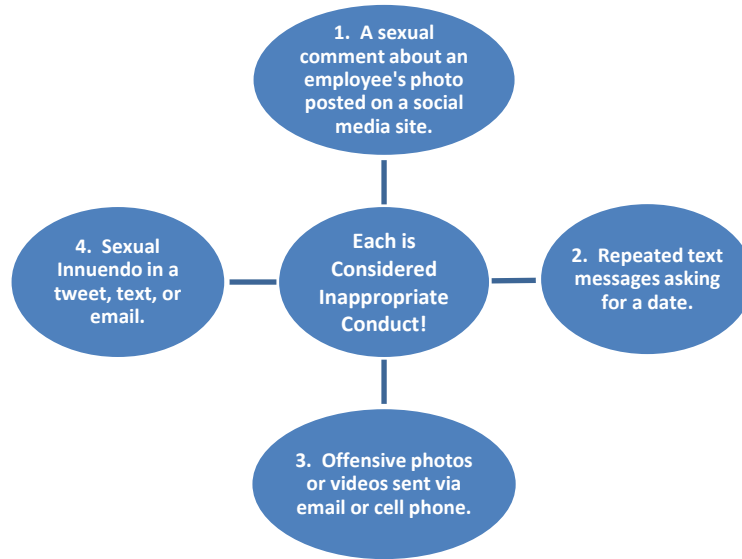
Any form of retaliation against an individual who complains in good faith of harassment or who cooperates in an investigation of such a complaint is strictly prohibited. If you feel you have been subjected to any such retaliation, report it immediately to your Trillium representative, Divisional or Regional Vice President or Human Resources.





Test Your Knowledge: What have you learned about Sexual and Other Unlawful Harassment?

Statements 1 – 4 in the diagram below represent examples that are *inappropriate conduct*. Do not do engage in these types of behaviors.



Review Statements 5 - 9 below. Could these be considered *sexual harassment* and why?

	<i>Could this activity be considered sexual harassment?</i>	<i>YES or NO? Why?</i>
5.	A female employee wears a miniskirt to work.	NO. Employees must abide by the dress code for the job, but if the dress code on the worksite permits miniskirts, the employee has the right to wear them without being harassed.
6.	A female employee makes suggestive comments about a male employee's physique.	YES. Males can be victims of sexual harassment and they have the same protections under the law as females.
7.	An employee asks a co-worker out on a date.	NO. A simple request for a date is not harassment. BUT, if the answer is "No", the employee should be careful about asking repeatedly because that <i>can</i> become a form of sexual harassment.
8.	A Client makes provocative comments to employees.	YES. Clients or vendors can be guilty of sexual harassment just as employees can.
9.	A male supervisor makes frequent comments about a male employee's physique.	YES. Sexual harassment can happen between two people of the same gender.

105 ~ Harassment: What Are My Responsibilities?

- Recognize harassment when it happens.** Understand that it is not your fault and does not “*come with the job*”. Sexual and other forms of unlawful harassment will not be tolerated.
- If you are harassed, tell the harasser to STOP** and let him/her know that you find the behavior offensive.
- If you see it happening to someone else, stand up to the harasser and tell him or her to STOP.** Offer support to the victim and encourage him or her to do the same.
- Don't keep it to yourself.** If the harassment continues after you've said “*NO*” to the harasser, report it, *in writing*, to your Trillium representative. If you are not comfortable reporting it to your Trillium representative, report it to your next level Trillium manager or to Human Resources right away. In all cases you must report it in writing to Trillium.
- Report incidents and cooperate in investigations of harassment and help to promote and maintain a comfortable, productive work environment always.** Provide any information you might have about the incident and do your part to make the investigation run smoothly and move quickly toward a resolution.

106 ~ Immigration Law Compliance

Trillium is committed to employing persons who are legally employable in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the *Immigration Reform & Control Act of 1986*, each new employee, as a condition of employment, must complete a Form I-9 Employment Eligibility Verification form and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Trillium within the past three years or if their previous Form I-9 is no longer retained or valid.

Additionally, in some states and/or per various client service agreements, we are required to verify employment eligibility through the federal E-Verify program in addition to Form I-9 requirements.

Employees with questions or those seeking more information on immigration law issues are encouraged to contact the Corporate Human Resources Department or Homeland Security ~ U.S. Citizenship and Immigration Services. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

107 ~ Employment Applications & Documentation



Trillium relies upon the accuracy of information contained within your employment application and new hire documents, as well as the accuracy of other data or documentation presented throughout the hiring process and during your employment.

If we become aware of any misrepresentations, falsifications, or material omissions in any information, documentation, identification, or data at any time during the hiring process or during the course of your employment you will be excluded from further consideration for employment or, if you have already been hired, your employment may be terminated.

108 ~ Absence & Tardiness

Attendance and punctuality are of critical importance. You were hired to perform important functions for Trillium and our clients. We want you to be at work; that's why we hired you.

To assist with planning and coverage, it is mandatory that you call your Trillium representative daily to report your absence, tardiness, or scheduled appointment at least two hours prior to the start of your shift. You are expected to get into direct contact with your Trillium representative. If you are unable to make such direct voice contact, you should also contact your Trillium representative by voicemail, text, or email message.

It is generally not acceptable to take one of these steps without attempting to get in direct contact with your Trillium representative first and it's also not acceptable to contact a co-worker about your absence. It's not acceptable for someone else to call in for you on your behalf unless you are physically unable to make the call yourself. Remember, we are relying on you to make every effort to get to work and to represent Trillium in a professional manner with our clients. If you are absent without contacting your Trillium representative yourself, expect to receive written discipline, which will be placed in your personnel file.

A second occurrence of absence within a twelve (12) month period without appropriate notice could result in immediate termination of your employment. If you are absent two consecutive workdays without notifying Trillium, you will be considered to have voluntarily resigned from your employment and will be removed from payroll. A voluntary resignation, especially without proper notice, can affect your eligibility for benefits such as vacation (if applicable), health benefits, unemployment benefits, and other policies contained within this handbook. Refer to the section titled "Resignation" for more information.

Unreported absences on two (2) consecutive workdays generally will be considered a voluntary resignation.



109 ~ Timekeeping Procedures

Employees must accurately record their actual time worked for payroll and benefits purposes and in accordance with the provisions of various state wage and hour laws. Hourly/non-exempt employees will be paid for all hours worked and must accurately record the time that work begins and ends, as well as the beginning and ending times for any departure from work for any non-work-related reason (i.e. meal and break periods, leaving early for personal appointments, arriving late, etc.), either electronically through the use of our timekeeping systems and/or forms as prescribed by policy and/or management.

Hourly/non-exempt employees may not start any work before their scheduled work time.

Salary/exempt employees are required to accurately record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, vacation (if applicable) or personal business.

It is an employee's responsibility to physically or electronically sign timecards or time records to certify the accuracy of the time recorded on them and to submit these records timely per the guidelines given by the supervisor or manager.

If any manager or employee of Trillium or a client company instructs you to (1) incorrectly or falsely report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to your Trillium representative or the Trillium Human Resources Department.

Altering, falsifying, or tampering with time records or timekeeping systems is prohibited and a violation we take very seriously. Activities such as these will subject employees to discipline up to and including termination of employment and possible legal action.

110 ~ Overtime

When operating requirements or other needs cannot be met during regular work hours, hourly/non-exempt employees may be scheduled to work overtime hours. Whenever possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all hourly/non-exempt employees in accordance with applicable federal and state wage and hour laws. As required by law, overtime pay is based on actual hours worked. Time off on an approved leave of absence, vacation (if applicable), bereavement, holidays, military leave, jury duty, or for any other reason will not be considered hours worked for purposes of performing overtime calculations. If you fail to work scheduled overtime hours, you could be subject to disciplinary action.

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111 ~ Safe Harbor Policy for Salary/Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable federal, state, and local laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as “salary/exempt” are exempt from overtime and will receive a salary which is intended to compensate them for all hours they may work for Trillium. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quality or quantity of work performed.

Under federal, state, and local laws, an exempt employee’s salary is subject to certain deductions. For example, unless state or local law requires otherwise, a salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability;
- Full-day disciplinary suspensions for infractions of our workplace conduct rules, including safety rules of major significance;
- Family and Medical Leave (FMLA) absences or other state-mandated leaves (either full- or partial-day absences);
- To offset amounts received as payment from a court for jury or witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced as payroll deductions for certain types of benefits premiums, local/state/federal income tax withholdings, social security contributions, voluntary contributions to a 401(k) or other such retirement plan, and other permissible payroll-related items as allowed by various laws.

In most cases, employees must physically or electronically sign an appropriate deduction form in order to allow voluntary deductions to be taken from their pay.

In any workweek in which an employee performs any work, the salary will not be reduced for any of the following reasons, unless allowed by local, state, or federal laws:

- Partial day absences for personal reasons, sickness or disability;
- Closure of an employer facility on a scheduled workday;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to the offsets as mentioned above); and
- Any other deductions as prohibited by state or federal law.

Unless local, state, or federal law provides otherwise, deductions may be made from accrued leave for full- or partial-day absences for personal reasons, sickness, or disability, or as allowed by the various paid sick time policies as applicable to the employee’s situation.

If you are a salary/exempt employee and believe you have been subject to any improper deductions, you should immediately report it to your Trillium representative, manager, Divisional VP, or Corporate Payroll Department or to any manager within Trillium with whom you feel comfortable.



112 ~ Working Hours & Schedules

Working hours will vary depending on the client to which you are assigned. You are expected to begin and end work according to the schedule set by the client. Clients may adjust work schedules on either a short-term or long-term basis. You will be provided meal and rest period breaks as discussed in that section of this handbook.

113 ~ Meal Periods & Rest Breaks

Meal periods and rest breaks for hourly/non-exempt and salary/exempt employees are provided as required by state laws. For that reason, our meal period and rest break policies may vary in each state. Because each state's rules are so different, we have established detailed, written policies for the states that require a meal period and/or a rest break which include: California, Colorado, Connecticut, Delaware, Illinois, Kentucky, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New York, North Dakota Oregon, Rhode Island, Tennessee, Vermont, Washington, and West Virginia. These policies are provided to you, on any of the following occasions: at the time of hire, if there are subsequent changes that affect you, or as prescribed by state law. As legislation is being passed frequently, Trillium will also create or update and communicate additional policies as required by law. If you ever need a copy of the policy applicable to you, contact your Trillium representative.

114 ~ Travel Time for Hourly/Non-Exempt Employees

Hourly/non-exempt employees will be paid for travel time in accordance with the federal Fair Labor Standards Act and other applicable federal, state and local laws.

Overnight Out-of-Town Trips: Hourly/non-exempt employees, except for drivers who are subject to the Federal Motor Carrier Safety Act, will be compensated for time spent traveling (except for meal periods) as either a driver or passenger during their normal working hours both on days they are scheduled to work and on unscheduled work days (such as weekends). They will also be paid for any time spent performing job duties during otherwise non-compensable travel time. Such work must be approved in advance by a client supervisor and Trillium representative.

Single Day Out-of-Town Trips: Hourly/non-exempt employees, except for drivers who are subject to the Federal Motor Carrier Safety Act, who travel out of town for a one-day assignment will be paid for all travel time except for (1) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (2) meal periods.

Local Travel: Hourly/non-exempt employees, except for drivers who are subject to the Federal Motor Carrier Safety Act, will be compensated for time spent traveling from one job site to another during their normal workday hours. The trip home, however, is non-compensable when an employee goes directly home from the final job site, unless it is much longer than the employee's regular commute home from the regular worksite. In such a case, the portion of the trip home in excess of the normal commuting time is compensable.

Commuting Time: Travel from home to work and from work to home is generally non-compensable. However, if an hourly/non-exempt employee regularly reports to a worksite near his/her home but is required to report to a worksite farther away than the regular worksite, the additional time spent commuting is compensable.

In all the above circumstances, an employee who is a passenger (not driving or performing work) outside of his/her normal working hours will not be paid for those hours.



115 ~ Payday

You will normally be paid every Friday for the work performed the previous work week. You have the choice of receiving your pay via direct deposit at a financial institution of your choosing or by compensation card (or “Comp card,” which is similar to an ATM card). During the new hire onboarding process, you will make this choice by filling out an authorization form. You may change your choice later by completing a new authorization form. Trillium can make payroll deductions for authorized activities with your written consent. We comply with applicable state and federal laws regarding compensation and deductions from your pay.

In order to ensure that you are paid correctly for all hours worked, Trillium must receive complete and accurate time records signed by you and approved by our clients by each **Monday at Noon** following the week in which you worked unless otherwise specified by your Trillium branch office.

With our many clients and various time systems at play, your “time worked” may be tracked in a variety of ways. While on assignment you’ll be asked to record your hours worked on a timesheet, timeslip, or some other record-keeping method or you may punch in and out on a time clock or via some other time keeping method at a client site. Be sure to always record your time accurately.

Your paycheck is very important to us as it is to you. Trillium’s goal and intent is always to pay you correctly and timely for all hours worked. For you to be paid properly and timely, the time record must be completed, signed by you, and approved and authorized by the client. If we do not receive a properly executed time record for you on a weekly basis by the payroll processing cutoff time, it could result in a delay in your pay until a subsequent pay week.

If you have any questions, please contact your Trillium office representative right away. If there ever is a concern with your pay, please work with your Trillium representative and he or she will do his or her best to get it corrected as soon as possible.

116 ~ Employee Classifications

Work arrangements as a field employee of Trillium may vary based on the needs of the client and the assignment you are placed on. You may work traditional “full-time” hours which typically means a minimum of 40 hours per workweek. You may work “part-time” hours which is typically anything less than 40 hours in any given workweek. You may work on and off depending on if Trillium has any assignments available that meet your skills and qualifications. Trillium’s standard workweek runs from Monday through Sunday at midnight.

The benefits described in this handbook to which you have access may vary based on your employee classification at any given time. To make matters a bit more complicated, you may have heard of the Affordable Care Act (ACA) in which employees working at least 30 hours per week for an extended period are “full-time” for purposes of being offered medical benefits. The rules surrounding the eligibility for benefits per ACA are very complex and seem to be changing often. We have systems in place to notify you by regular mail if and when you become eligible for benefits so be sure that you keep your address updated with your Trillium branch office, so you don’t miss any important communications or enrollment materials.

The terms “exempt employee” and “non-exempt employee” refer to whether an employee is exempt from the overtime requirements of the federal Fair Labor Standards Act.

A “regular” full-time or part-time employee is one who we consider to be active in our database and is either actively working or between assignments, and who has not been separated from the company through voluntarily resignation or by termination for disciplinary or other reasons.



117 ~ Trillium is Your Employer of Record

It's important for you to know that Trillium is your *employer of record* which means that you are employed by Trillium and not by our client company where you may be working on an assignment. You will receive your pay and your Federal W-2 form each year from Trillium, not from our client.

As your employer, Trillium is responsible for the payment of your workers' compensation benefits, the payment of your wages, the withholding of payment of all required employment taxes, unemployment insurance, the coverage of any ACA-required health benefits, providing paid sick time, as required by state or local regulations, and other benefits as required by law.

You are also subject to the eligibility requirements of Trillium's benefits plans. You will not become eligible or entitled to participate in any client benefits plans unless you work for a client which subjects you to the provisions of a union contract which differs from Trillium's benefits plans.

Whether you have positive comments, concerns or complaints about your assignment, we want to know about them right away. If the client asks you to do something that doesn't seem to be a part of your normal assignment functions, let us know right away. If you are asked to drive on company business and you've not specifically been placed in a designated driving position, please call your branch office before you get behind the wheel. If you are asked to do anything that causes you to have a safety concern, let us know that too.

118 ~ Employment Resignations

Employment resignation is a voluntary act initiated by the employee to terminate employment with Trillium. Although advance notice is not required, it certainly is appreciated, and Trillium requests a written notice of at least one week (5 business days) from field employees. If you know that you will not be returning to your assignment for any reason, please notify your local Trillium office immediately. Let us know your reason for leaving and your last day on assignment.

Understand that a voluntary resignation, also referred to as a voluntary quit, especially without proper notice, can affect your eligibility for such things as future assignments, vacation pay (if applicable), health benefits, unemployment benefits, and other benefits contained within this handbook.

It's also important to note that if your assignment ends, you must notify Trillium as soon as possible, but no later than seven (7) days after your assignment has ended. Failure to notify Trillium in a timely manner will be considered a voluntary resignation and may affect your eligibility to collect unemployment benefits. Be aware that the notice requirements for unemployment benefits do vary by individual state law so notifying Trillium sooner rather than later is encouraged and may be to your benefit.

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119 ~ Employment Terminations

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Terminations may be classified as:

Resignation or Voluntary Quit	Termination initiated by an employee who chooses to leave the company voluntarily for any reason.
Separation or Discharge	Termination initiated by Trillium generally for disciplinary reasons or policy violations.
Layoff	Involuntary termination initiated by Trillium for non-disciplinary reasons.
Retirement	Voluntary retirement from active employment status initiated by the employee.

Please note that if you are a field employee and between assignments, and you have not been formally separated from the company for a disciplinary reason, you may still be considered to be on an active status with Trillium and should keep your branch office aware of your availability for future assignments on a regular basis as dictated by the requirements of your Trillium branch office.

It's important to note that if your assignment ends at a client company, it does not mean that you are automatically terminated from Trillium. If you perform well and adhere to Trillium's policies and rules of conduct and keep us abreast of your availability for future assignments, we'll consider you active in our database. As such, we'll do our best to get you placed into another open position that meets your qualifications and skills. Please understand that we may not be able to place you on an assignment if we do not have open positions matching your experience, skills, and qualifications available with other clients in the area.

Since the employment relationship between Trillium and you is based on mutual consent, both you and Trillium have the right to terminate employment at will, with or without cause, at any time. You will receive your final pay in accordance with applicable state law. If you receive your pay via direct deposit, please note that your final paycheck will likely be in the form of a "live" check mailed to your home address unless you request in writing another delivery method or unless state or federal law prohibits the mailing of your paycheck.

Your employee benefits will be affected by your termination. Some benefits may be continued at your expense if you are enrolled at the time of termination and if you timely choose to continue them after termination. If you are enrolled in any of these types of benefits, you will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. If you have specific questions, please contact the Trillium Corporate Benefits Team or your Trillium branch office.

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200 ~ Health Insurance & Other Benefits

You may become eligible for health insurance and other benefits coverage once you meet the tenure and work hours eligibility requirements set forth by the Affordable Care Act (ACA), subsequent health-care legislation or changes to ACA, and/or per Trillium's benefits plan documents. Once you become eligible, you will be notified directly via mailing to your home address from our Trillium Corporate office. Make sure that if your address changes to let your Trillium branch office know right away.

If you become eligible for health insurance or other benefits and are notified by Trillium, you should act immediately as there are specific enrollment timelines. If you do not sign up right away, you may miss your opportunity to enroll until the next open enrollment period if one is offered or if you become eligible again at some point in the future.

If you are not eligible for Trillium's benefits plans, there may be health insurance options through the plan offerings put forth by the Health Insurance Marketplace (or Exchange) offered through your federal and/or state government authorities. The Marketplace is designed to help you find insurance that meets your needs and fits your budget. It offers "one-stop shopping" to find and compare private health insurance options for you and your family. If interested in this option, please visit www.Healthcare.gov for more information, an online application for health insurance coverage, and contact information for a Health Insurance Marketplace in your area.

201 ~ 401(k) Retirement Plan



It's important for everyone to actively plan for their financial future. To help with this, Trillium provides a 401(k)-retirement plan which is available to all regular full-time and part-time employees who meet the eligibility requirements of the 401(k)-retirement plan document.

Once you have been with the company long enough to meet the retirement plan's tenure qualification, contact your Trillium branch office for details on enrolling into the plan. Your branch office will contact Human Resources so that a 401(k)-application packet and/or online enrollment instructions may be sent to you. A detailed explanation of the plan is described in separate handouts given at the time you request this information. Those documents are the governing source of our 401(k)-retirement plan information.

Please Note: You may rollover funds from a previous 401(k) plan after you meet the eligibility requirements, complete and submit your enrollment forms per our process, and your Trillium 401(k) account is set up and active.

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202 ~ Vacation

Generally, full-time employees of the divisions which are part of Midwest Construction Services, Inc. may be eligible for forty (40) hours of vacation pay after completing 1,800 hours of service each calendar year beginning January 1st. It is your responsibility to track your hours worked and you must notify your Trillium branch office within ninety (90) days of completing the service hours requirement or you will lose your vacation benefit. This vacation benefit could vary during any times that you work at a client site that contains a union contract which differs from Trillium's policy.

IMPORTANT EXCEPTION: Trillium does not offer vacation benefits for those field employees working in California, Oregon or Washington, however, these states have various leave laws and paid sick leave provisions that may offer you paid or unpaid time away for specific reasons if you meet the eligibility requirements of those policies. Should you be placed in an assignment in another state, you may become eligible for vacation as described above.

Please Note: If you are employed as a driver and receive route pay and/or mileage, we automatically convert those figures to an "hours" calculation for purposes of our handbook policies based on hours worked. Please ask your Trillium branch office for additional information.

203 ~ Holidays

The following U.S. holidays are observed by Trillium:

- **New Year's Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**

Full-time and part-time employees may be eligible for up to eight (8) hours of holiday pay after completing 1,000 hours of service in the 12-month period following your hire date with no work lapse exceeding thirty (30) days in that period. You must work twenty-four (24) or more hours in the pay week containing the holiday in order to receive holiday pay.

Please Note: If you are employed as a driver and receive route pay and/or mileage, we automatically convert those figures to an "hours" calculation for purposes of our handbook policies based on hours worked. Please ask your Trillium branch office for additional information.

This holiday benefit could vary during the time that you work at a client site that contains a union contract which differs from Trillium's handbook policy.

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204 ~ Bereavement Leave

Full-time and part-time employees may be eligible for *unpaid* bereavement leave. In the event of the death of an immediate family member (current spouse, child, brother, sister, parent or parent-in-law, brother or sister-in-law, grandparent, or grandchild) Trillium may, at its discretion, provide up to two days of unpaid bereavement leave.

You must receive approval for the bereavement leave from your client supervisor and Trillium representative and provide documentation of the event such as a death certificate, funeral announcement, and/or death announcement from the newspaper or other media. If you fail to provide sufficient documentation for your leave to be approved and you do not have earned vacation (if applicable) or Paid Sick Leave time available, your time away may be counted as an unexcused absence.

- **ILLINOIS Employees:** Eligible employees (see below) may take up to two weeks (10 workdays) of unpaid bereavement leave to attend to matters related to the death of a child under the Child Bereavement Leave Act (the "Act"). A "child" means an employee's biological, adopted, foster or stepchild; a legal ward; or a child of a person standing in loco parentis. The leave must be completed within 60 days after the date the employee receives notice of the child's death. An employee may choose to substitute any period of paid or unpaid leave to which he or she is entitled for an equivalent period of bereavement leave. In the event of the death of more than one child within a 12-month period, an employee is entitled to up to six total weeks of leave in that 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the FMLA.

"Eligible employees" in Illinois must have worked at least 12 total months for Trillium, and in the previous 12 months worked at least 1,250 hours and at a location with at least 50 employees within a 75-mile radius.

- **OREGON Employees:** Eligible employees (see below) may take up to two weeks of unpaid family leave to attend to matters related to the death of a spouse; a biological, adopted or foster child or parent; a grandparent, grandchild or parent-in-law; or a person with whom the employee had an *in loco parentis* relationship. This time off counts toward the maximum 12 weeks of family and medical leave available under Oregon law. Multiple bereavement leaves may be taken in a rolling year as long as the 12-week total for all family and medical leaves is not exceeded. The total amount of time an employee may take in a rolling one-year period for multiple family members' deaths is 12 weeks. Bereavement leaves for multiple family members' deaths do not run concurrently. Any bereavement leave must be completed within 60 days of the family member's death.

To be an "eligible employee" in Oregon, the employee must have worked for Trillium for an average of at least 25 hours per week during the 180-calendar day period immediately before the date the bereavement leave begins.

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205 ~ Jury Duty

While it is the duty of every citizen to serve on a jury when called, Trillium recognizes that this often means a loss of income. This Jury Duty benefit may be available to you if you are removed from an assignment due to jury duty service. Trillium may pay the difference between the jury duty pay and your regular wages for the days when you are unable to report to work because of jury service as dictated by applicable law in your state. If the state law where you are working requires Trillium to pay you for jury duty service, you will be paid. States which require employees to be paid during jury duty include:

- **ALABAMA Employees**: Alabama requires employees to receive their usual compensation.
- **LOUISIANA Employees**: Louisiana requires employees to receive their usual compensation for one day of pay, the remainder may be unpaid.
- **NEBRASKA Employees**: Nebraska requires employers to pay employees during jury duty leave; however, Nebraska allows employers to reduce employees' wages by an amount equal to any compensation (other than for expenses) paid by the Court,
- **TENNESSEE Employees**: Tennessee requires employers to pay employees their usual compensation while they serve jury duty, however, employers can deduct any payment that employees receive for jury service from their usual compensation.
- **VERMONT Employees**: Vermont requires employees to receive their usual compensation.
- **WASHINGTON D.C. Employees**: Washington D.C. requires employees to receive their usual compensation if the service is 5 days or less; however, an employer may deduct the fee received for jury service.

If the law doesn't require payment (which is the case in Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Virginia, Washington, Wisconsin, and Wyoming), you will not be paid any wages outside of what is paid to you by the court for your service.

If you are selected for jury duty while on assignment, there are just a couple of things for you to do to help the process go smoothly. First, let your Trillium representative know as soon as you're notified so plans can be made to cover your workload. Provide Trillium with a copy of your summons to serve on a jury prior to the time you are scheduled to serve. Jury absence must be noted on your time record. Time spent on jury duty will not be counted as hours worked for purposes of computing overtime pay.

Then, when you get back from jury service, bring in documentation of the time spent on jury duty as proof of your reason for your absence from work. You may use any reimbursements you receive from the court to cover your personal expenses attributed to your service (i.e. travel, parking, lunch, etc.). This benefit cannot be applied to any court appearance other than jury duty unless such an appearance is on behalf of the company.

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206 ~ Voting Leave

Where state law mandates time off work for employees to vote, Trillium will adhere to those laws. Where state law mandates time off to vote, eligible employees must notify their client supervisor and their Trillium representative of the need for this leave in accordance with state law as described below.

- **ALABAMA Employees:** Employees may request for up to one hour of unpaid time off work to vote. Employees must give reasonable notice of their request. Employees whose shifts start two hours after the polls open or whose shifts end at least one hour before the polls close are not eligible to take this time off.
- **ALASKA Employees:** If you do not have enough time outside of working hours to vote in a state election, you may request to take time off to vote without loss of pay. Employees who have at least two consecutive hours before or after their work shifts during which the polls are open are considered to have enough time outside working hours within which to vote.
- **ARIZONA Employees:** Employees may request time off to vote if they do not have enough time before or after work prior to the election day without loss of pay. Employees who have at least three total hours outside of their shifts while the polls are open are presumed to have enough time off to vote.
- **ARKANSAS Employees:** Employees may request unpaid time off work to vote.
- **CALIFORNIA Employees:** If you do not have enough time outside of working hours to vote in a California statewide election, you may take off enough working time to vote. Up to two hours of such time off is without a loss of pay. The time off must be only at the beginning or end of your regular shift, whichever allows the most time for voting and the least time off from the regular work shift.
- **COLORADO Employees:** If you do not have adequate time before or after working hours to vote in a Colorado statewide election, then you may take off enough working time to vote. Up to two hours of such time off is without a loss of pay. This time off must be only at the beginning or end of your regular shift, whichever allows the most free time for voting and the least time off from their regular work shift.
- **CONNECTICUT Employees:** No voting leave is available.
- **DELAWARE Employees:** No voting leave is available.
- **FLORIDA Employees:** No voting leave is available.
- **GEORGIA Employees:** Employees may request to take up to two hours of unpaid time off to vote. Employees must give reasonable notice of their intention to take time off to vote. Employees who have at least two hours before beginning work, or after leaving work during which the polls are open are ineligible to take time off to vote.
- **HAWAII Employees:** Employees may request to take up to two hours of time off to vote without loss of pay. Employees must give reasonable notice of their intention to take time off to vote. Employees who have at least two hours before beginning work, or after leaving work during which the polls are open are ineligible to take time off to vote.
- **IDAHO Employees:** No voting leave is available.
- **ILLINOIS Employees:** Employees may request to take up to two hours of time off to vote in general and special elections without loss of pay. Employees must give reasonable notice of their intention to take time off to vote. Employees may take a two-hour absence during working hours if the employees working hours begin less than two hours after the opening of the polls and end with less than two hours before the closing of the polls.
- **INDIANA Employees:** No voting leave is available.
- **IOWA Employees:** Employees may request in writing to take time off to vote without loss of pay. The time off must be at the beginning or end of your regular shift, whichever will in addition to your non-work time provide you with three consecutive hours during which polls are open to vote. Employees who have at least three consecutive non-work hours during which the polls are open are ineligible for this time off.



- **KANSAS Employees**: Employees may request to take up to two hours of time off to vote without loss of pay. Employees must give reasonable notice of their intention to take time off to vote.
- **KENTUCKY Employees**: Employees may request to take up to four hours of unpaid time off to vote. Employees must give notice of their intention to take time off to vote at least one day in advance of the election.
- **LOUISIANA Employees**: No voting leave is available.
- **MAINE Employees**: No voting leave is available.
- **MARYLAND Employees**: Employees may request to take up to two hours of time off to vote without loss of pay. Employees must give reasonable notice of their intention to take time off to vote. Employees who have at least two hours before beginning work, or after leaving work during which the polls are open are ineligible to take time off to vote. Employees are required to provide proof that they have voted if they request to take time off to vote.
- **MASSACHUSETTS Employees**: Employees may request unpaid time off to vote during the first two hours after the polls open. Employees must give reasonable notice of their intention to take time off to vote.
- **MICHIGAN Employees**: No voting leave is available.
- **MINNESOTA Employees**: Employees may request to take time off to vote without loss of pay. Employees will be granted with enough time off to visit their polling place, cast a ballot and return to work on election day. Employees must provide reasonable notice of their intent to take time off to vote.
- **MISSISSIPPI Employees**: No voting leave is available.
- **MISSOURI Employees**: Employees may request to take up to three hours off work to vote without loss of pay. However, employees who have three consecutive non-work hours during which the polls are open are ineligible. Employees must request voting leave before the election day.
- **MONTANA Employees**: No voting leave is available.
- **NEBRASKA Employees**: Employees may request up to two hours of time off to vote without loss of pay. However, if an employee has two consecutive nonwork hours while the polls are open, then they are ineligible for time off. Employees must request voting leave, if needed before election day.
- **NEVADA Employees**: Employees may request time off work to vote without loss of pay. The time off provided will be determined by the distance between the workplace and the polling location. For polling locations within two miles of the workplace, employees may receive one hour of voting leave. For polling locations more than two miles, but less than 10 miles from the workplace, employees may receive two hours of voting leave. For polling locations 10 or more miles from the workplace, employees may receive up to three hours of voting leave. Employees must provide reasonable notice of their intention to take time off to vote.
- **NEW HAMPSHIRE Employees**: No voting leave is available.
- **NEW JERSEY Employees**: No voting leave is available.
- **NEW MEXICO Employees**: Employees may request to take up to two hours of time off to vote without loss of pay. However, employees whose workday begins more than two hours after the polls open or ends more than three hours before the polls close are ineligible for this time off. Employees must provide reasonable notice of their intention to take time off to vote.
- **NEW YORK Employees**: Employees may request to take an amount of leave that when added to voting time outside of their work hours, provides enough time to vote. Employees are considered to have enough time to vote outside of their work hours if they have four consecutive hours between the opening of the polls and the start of their work shift or between the end of their work shift and the closing of the polls. Up to two hours of such time off is without a loss of pay. Employees must provide notice of their intent to take time off to vote at least two workdays, but no more than 10 workdays before the day of the election.
- **NORTH CAROLINA Employees**: No voting leave is available.



- **NORTH DAKOTA Employees:** No voting leave is available.
- **OHIO Employees:** Employees may request to take reasonable time off to vote without loss of pay for salaried employees. Hourly, commissioned, or piecework employees may take reasonable unpaid time off to vote. Employees must provide reasonable notice of their intention to take time off to vote.
- **OKLAHOMA Employees:** Employees may request to take two hours of time off to vote without loss of pay. If an employee needs more than two hours to vote, then they will be provided with the additional time off to vote. However, employees are not eligible for this time off if their workday begins at least three hours after election polls open or ends at least three hours before election polls close. Employees must provide notice of their intention to take time off to vote at least one day before the election.
- **OREGON Employees:** No voting leave is available.
- **PENNSYLVANIA Employees:** No voting leave is available.
- **RHODE ISLAND Employees:** No voting leave is available.
- **SOUTH CAROLINA Employees:** No voting leave is available.
- **SOUTH DAKOTA Employees:** Employees may request to take up to two hours of time off to vote without loss of pay. If an employee has two consecutive hours of nonwork time during the period the polls are open, they are ineligible to take this time off. Employees must provide reasonable notice of their intention to take time off to vote.
- **TENNESSEE Employees:** Employees may request to take up to three hours of time off to vote without loss of pay. However, if an employee has three or more hours of nonwork time during which the polls are open, then they are ineligible to take such time off to vote. Employees must provide notice of their intention to vote before noon the day before the election.
- **TEXAS Employees:** Employees may request to take up to two hours of time off to vote without loss of pay. However, if the polls are open for two consecutive hours outside of the employee's work hours, then they are ineligible to take such time off. Employees must provide reasonable notice of their intention to take time off to vote before the election.
- **UTAH Employees:** Employees may request to take up to two hours of time off to vote without loss of pay. However, employees who have three or more consecutive nonwork hours during which the polls are open are ineligible to take time off. Employees must provide reasonable notice of their intention to take time off to vote.
- **VERMONT Employees:** No voting leave is available.
- **VIRGINIA Employees:** No voting leave is available.
- **WASHINGTON Employees:** No voting leave is available.
- **WASHINGTON D.C. Employees:** No voting leave is available.
- **WEST VIRGINIA Employees:** Employees may request to take up to three hours of time off to vote without loss of pay. Employees must provide notice of their intention to take time off to vote at least three days before the election.
- **WISCONSIN Employees:** Employees may request to take up to three consecutive hours of unpaid leave to vote while the polls are open. Employees must provide reasonable notice of their intention to take leave.
- **WYOMING Employees:** Employees may request to take one hour of time off to vote without loss of pay. However, employees who have at least three consecutive nonwork hours to vote are not eligible to take such time off. Employees must provide reasonable notice of their intention to take time off to vote.

207 – Workers’ Compensation Benefits

Benefits relating to on-the-job injuries and illnesses are covered by Trillium’s Workers’ Compensation Insurance Policy and are provided, in most states, at no cost to employees. If you are injured or contract an illness that arises out of and in the course of your employment, you must report it immediately to your client supervisor and your Trillium representative. Failure to follow Trillium procedures may affect your ability to receive Workers’ Compensation benefits.

- **WASHINGTON Employees:** Employees in Washington are responsible for paying a share of workers’ compensation premiums.

208 ~ Employee Family Status & Address Changes

If you move to a new residence, have a phone number, mailing address or email address change, or experience what’s considered a *family status change* be sure to let your Trillium branch office know, *in writing, right away*. An example of a status change includes such events as getting married or divorced, having a child, having a death in your family, or a spouse or dependent losing benefits coverage. These types of *life change events* can affect your eligibility for benefits and/or necessitate the need for changes to your coverages, beneficiaries, or your number of federal, state, or local income tax exemptions claimed.

If you are currently enrolled in or eligible for benefits, you’ll need to provide appropriate documented proof of the status change to Trillium Corporate Benefits Team within 30 days of the event, such as:

- Birth certificate and social security card.
- Marriage certificate or divorce decree.
- Certified copy of a death certificate.
- Letter from a spouse’s employer showing the effective date of the loss of benefits coverage.

Depending on the event, you may also need to consider changes to other documents as appropriate:

- Life insurance and 401(k) plan beneficiaries.
- Federal, state, and/or local W-4 forms to change tax exemptions, tax localities, or marital status.
- Social security card updates in the event of name changes or birth of a child.

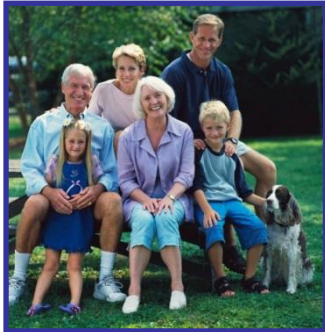
Please understand that if you don’t communicate and provide the required documentation of certain status changes within 30 days of the event, it may negatively affect your eligibility or the eligibility of your intended beneficiaries for certain benefits.

It’s your responsibility to keep your contact information up to date. If Trillium is not informed of your current contact information, it may delay, or you may not receive your benefits enrollment kits when eligible and you could miss your chance to enroll in benefits. Also, your annual W-2 statement or other important communications we may send might not get to you in a timely manner or at all.

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300 ~ Family and Medical Leave Act (FMLA)

In compliance with the Family and Medical Leave Act (FMLA), Trillium provides for unpaid leaves of absence per FMLA guidelines as follows:



Eligibility:

You become eligible for an FMLA leave if you have been employed by Trillium for at least twelve (12) months and have worked at least 1250 hours during the twelve (12) month period immediately preceding the leave's effective date.

Unpaid FMLA Leave:

Subject to the notice and certification requirements described below, if you are eligible, you may request up to twelve (12) work weeks of unpaid FMLA leave during any twelve (12) month period (measured backward from the date the employee uses an FMLA leave) for one or more of the following events: New Child, Serious Health Condition, & Military Leave.

New Child:

- **For the birth of and to care for and bond with your newborn son or daughter.**
- **For the placement of your son or daughter through adoption or foster care and for bonding with the newly placed child.**
 - If the mother and father both work at Trillium, the combined total of the new child leave for both parents is limited to 12 weeks in a 12-month period. The leave must be taken within 12 months after the birth or placement of a new child.
 - The leave may be taken at any time within a twelve (12) month period, which starts on the date of birth or placement of adoption or foster care. However, regardless of when the FMLA leave begins, it will expire no later than the end of that twelve (12) month period.
 - The leave must be taken continuously and may not be taken intermittently or on a reduced schedule.
 - You must notify Human Resources, in writing, not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, you must provide as much written notice as is practicable under the circumstances.
 - An employee on an approved leave under this policy must report to Human Resources every thirty (30) days regarding the employee's status and intent to return to work upon conclusion of the leave.

Serious Health Condition:

There are two sets of circumstances in which an eligible employee may take an FMLA leave because of the existence of a serious health condition:

- **If you have a serious health condition which renders you unable to perform the essential functions of your job.**
- **To care for or assist with the serious health condition of your spouse, son, daughter, or parent.**



Under either of these circumstances the following rules apply:

- You will be required to provide Trillium with health care provider's statement (i.e. Medical Certification) as allowed by the FMLA.
- In any case in which Trillium has reason to doubt the validity of the health care provider's statement or certification, Trillium may, at its expense, require second and third opinions as specified by the FMLA to resolve the issue.
- An employee on an approved leave under this policy must report to Human Resources every thirty (30) days regarding the employee's status and intent to return to work upon conclusion of the leave.
- You may take serious health condition leaves intermittently rather than continuously or you may work a reduced schedule if it is medically necessary. If you need to work an intermittent or reduced schedule due to foreseeable medical treatments, we may transfer you to another position for which you are qualified, with equivalent pay and benefits that better accommodates an intermittent or reduced schedule leave or recurrent periods of leave better than your regular position or assignment.
- You should notify Human Resources, in writing, as early as possible so that the absence can be scheduled at a time least disruptive to Trillium's operations. You must also give at least thirty (30) calendar days written notice, unless impractical, in which case the employee must provide as much written notice as circumstances permit.
- In the case of spouses, both of whom are employed by Trillium, each employee may use up to twelve (12) workweeks of unpaid leave during any twelve (12) month period to care for the employees' child or spouse who is suffering from a serious health condition, or if the leave is necessitated by the employee's own serious health condition. However, if both spouses are employed by Trillium, they are entitled to a combined total of 12 weeks of FMLA leave during the 12-month period if the leave is taken for the birth or placement of a child via adoption or foster care or to care for a parent with a serious health condition.
- You may be required to file a health care provider's statement, periodically and timely with Trillium, in the event that you are needed to care for the son, daughter, spouse or parent along with an estimate of the amount of time that you are needed for such care.
- Place of Celebration Rule: The definition of *spouse* under the FMLA regulations says that employers must consider the place in which the marriage was entered into, as opposed to the law of the state in which the employee resides. The *place of celebration* rule allows all legally married couples, whether they are opposite-sex or same-sex, married under common law, to have consistent federal family leave rights regardless of where they live.
 - This rule expressly includes individuals in lawfully recognized same-sex and common law marriages and marriages that were validly entered into outside of the United States if they could have been entered into in at least one state (i.e. in a state that authorizes same-sex marriages).
 - Trillium may ask you to provide reasonable documentation for purposes of confirming a family relationship such as a marriage license, court document, or a simple statement asserting that the requisite family relationship exists.
 - It's important to note that civil unions are not considered marriages under FMLA, therefore employees in same-sex or opposite-sex civil unions are not guaranteed the right to take FMLA spousal leave nor do they have other protections under this Act.



Military Family Leave:

Except as outlined below, an employee's rights & obligations to Service Member FMLA Leave are governed by our existing FMLA policy:

- **Qualifying Exigency Leave:** You may be entitled to up to twelve (12) weeks of leave in a single 12-month period for any *qualifying exigency* arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified of an impending call to active duty status in support of a contingency operation in a foreign country. A *qualifying exigency* includes attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.
- **Military Caregiver Leave:** If you are the spouse, son, daughter, parent, or next of kin of a covered service member (current member or recent veteran of the National Guard, Reserves, or Regular Armed Forces) who is recovering from a serious illness or injury sustained, incurred or aggravated in the line of duty while on active duty, you may be entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. This military caregiver leave is available during a single twelve (12) month period during which you are entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave.
 - Service member FMLA runs concurrently with other leave entitlements provided under federal, state, and local law. A growing number of states provide for service member leaves which differ from state-to-state and Trillium will comply with all applicable laws.
 - See the section titled Military Leaves of Absence for more information.

Protection of Accrued Benefits & Job Restoration:

The use of FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. If you use an approved FMLA leave for the intended purpose of the leave, you shall be entitled, on timely return from the leave, to be restored by Trillium to the position of employment held by you when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Continuation of Group Health Plan Coverage:

While you are on FMLA leave, Trillium shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions coverage would have been provided if you had continued in employment for the duration of the leave. If you fail to timely return to work, Trillium may recover the premiums paid for maintaining coverage for you under such group health plan during the period of an FMLA leave unless your failure to return to work is on account of the continuation, recovering from, or onset of a serious health condition entitling you to leave, or other circumstances beyond your control. Employees on FMLA leave must continue to pay for their current benefits contributions timely in order to maintain existing coverage. Human Resources will notify you in writing to explain how and when to make your benefits contribution premium payments while on an approved leave.

Use of Paid Leave Optional:

If eligible for FMLA leave, you may choose to use any available earned Paid Sick Leave days to provide pay during the leave. Such paid leave shall also be counted as FMLA leave. Upon exhaustion of the available paid leave, any portion of the remaining FMLA leave shall be unpaid. Please note that paid voluntary short-term or long-term temporary disability benefits may only be granted in connection with the employee's own illness or disability. This means that these benefits are not payable if you are on an approved leave and miss work time to care for another person.

How Do I Request an FMLA Leave of Absence?

If you have a need for an FMLA leave for any of the reasons described in this policy, Trillium can provide you with the following forms to get started and to formally apply for a leave in writing as required. Please ask for:

- Trillium's Application for Family or Medical Leave Form
- Trillium's Notice of Intent to Return from Leave Form



In order to consider your request and to see if it can be approved, you will be asked to furnish Trillium current information, including but not limited to:

- Your name, address, & contact information including your telephone number and email address.
- The specific reason(s) for your leave request.
- The dates you'll expect to be away from work.
- If the leave is for a serious health condition for yourself or to care for a family member, you will need to have the health care provider complete a Medical Certification form which Trillium will provide for you.

What Happens After I Apply for an FMLA Leave of Absence?

When you have provided notice of the need for an FMLA leave, Trillium will provide you with a notice indicating whether the leave has been approved. If it has been approved, the notice will also detail the specific expectations and responsibilities you have and explain any consequences of a failure to meet your obligations.

Be sure to act quickly when you receive this notice as there are a certain number of days in which you are required to respond as outlined in the notice, dictated by FMLA regulations.

In all circumstances, Trillium shall designate whether paid or unpaid leave is FMLA-qualifying, based on information provided by you. This designation will be made at the time you provide Trillium with notice of the need for FMLA leave or when Trillium determines that the leave qualifies as FMLA leave if this happens later. If paid leave is designated as FMLA-qualifying, Trillium shall immediately notify you that the paid leave will be counted as FMLA leave.

Can I Return to Work After an Approved-FMLA Leave?

In most cases, Trillium's HR Staff will be working directly with you throughout your leave of absence. Be sure to communicate with us frequently so that we remain informed about your status. Understand that if you have been on an FMLA leave on account of your own serious health condition, you must provide certification from your health care provider that you are able to resume work before returning from that leave.

We want to ensure your safety so understand that the return-to-work document must be dated and signed by your health care professional and inform us when you are able to return to work and if there are any restrictions you may have upon returning to work. If you are under some type of work restriction, we need to know exactly what those restrictions are.

When your medical leave ends and you are able to return to work, every effort will be made to return you to the same or similar position for which you are qualified. The client may not be required to hold your position open for you. If the medical leave is approved by Trillium, you will be allowed to return to a similar position if one is available. If no open positions are available at the end of your leave, you will be returned to work when another similar open position becomes available for you. However, Trillium cannot guarantee your reinstatement.

If you fail to report to work promptly at the end of your FMLA leave, Trillium will assume that you have voluntarily resigned from your position.

If you feel you need an additional accommodation supplementary to this leave of absence, you are to follow the procedure as outlined in our Equal Employment Opportunity section at the beginning of this handbook. Your accommodation request must be submitted in writing as described in that section.



Compliance with FMLA:

The provisions of this policy are intended to comply with the Family and Medical Leave Act of 1993 and its regulations as amended through the effective date of this handbook. Terms used from FMLA guidelines will be as defined in the Act and regulations. To the extent that this policy is ambiguous or contradicts the Act or regulations, revisions, or adjustments, the language of the Act and regulations will prevail.

Compliance with State and/or Local Laws:

Some states and localities have additional leave provisions beyond that of FMLA which may or may not apply to your situation. If you have questions or think you might be subject to a state or local regulation, please be sure to contact our Trillium HR Department and we'll do our best to assist you.



State and Local Family and Medical Leave Laws:

- **ARKANSAS Employees:** In addition to the circumstances in which unpaid family may be taken under the FMLA, eligible employees in Arkansas who are adoptive parents may take new child leave in the same manner biological parents take new child leave when an adopted child is placed in their home. This requirement does not apply to adoptions by the spouse of a custodial parent (defined as adoption of a child by a stepparent), adoptions of a person over age 18, or adoptions of a foster child by the child's foster parents. Trillium will consider requests for additional leave, due to the placement of an adopted child who is ill or has a disability, on the same basis as comparable requests due to employees' or their spouse's childbirth complications.
- **CALIFORNIA Employees:** California has a law very similar to the FMLA, the California Family Rights Act ("CFRA"), but there are a few differences. CFRA treats registered domestic partners in the same manner as spouses are treated under the FMLA. While FMLA leave for bonding with a new child cannot be taken intermittently, CFRA leave for this purpose may be taken in separate two-week blocks of time. Other minor differences also exist.

The California Pregnancy Disability Leave Act is separate from CFRA and allows for an eligible employee to take up to four months of unpaid leave to recover from a pregnancy-related disability. Intermittent leave is allowed if it is necessary. Group health insurance benefits may be continued during such a leave. For more information on Pregnancy Disability Leave in California, please refer to that section of the handbook.

- **COLORADO Employees:** In addition to the circumstances in which unpaid family may be taken under the FMLA, eligible employees in Colorado may take leave to care for their civil union or domestic partner with a serious health condition. Additionally, eligible employees who are adoptive parents may take new child leave in the same manner biological parents take new child leave when an adopted child is placed in their home. This requirement does not apply to adoptions by the spouse of a custodial parent or to second parent adoptions as defined below.
 - Adoption by the spouse of a custodial parent is defined as the adoption of a child by a stepparent.
 - Second parent adoption is defined to occur when a second parent adopts a child who has a sole legal parent. Second parent adoption is found most often in the instance of same sex partnerships.
- **CONNECTICUT Employees:** Connecticut has a law very similar to the FMLA, the Connecticut Family and Medical Leave Act ("CFMLA"), but there are a few differences and where the law conflicts, employers are required to follow the provision most favorable to the employee. Employers with 75 or more employees in the state of Connecticut are covered by the CFMLA. To be eligible under the CFMLA, the employee must have worked at least 12 months for the employer and with 1000 hours of actual work. Eligible employees may take leave to care for their civil union or domestic partner. Under the CFMLA, employees are eligible to use 16 weeks of unpaid leave in a 24-month period.

Employers covered under Connecticut's paid sick leave must grant paid leave to eligible employees for reasons related to their own or their child's or spouse's medical needs or their status as a victim of family violence or sexual assault.

- **HAWAII Employees:** In addition to the family leaves for the reasons allowed by the FMLA, employers in Hawaii that employ 100 or more employees for each working day during 20 or more calendar weeks in the current or preceding calendar year must provide an eligible employee with up to four weeks of family leave each calendar year under the Hawaii Family Leave Law (HFLL). Eligible employees in Hawaii can take leave to care for an adult who is in a valid reciprocal beneficiary relationship with another adult, which is defined as when two persons have a significant personal, emotional, and economic relationship, but are legally prohibited from marrying each other.

Family leave does not need to be taken immediately upon the birth or adoption of a child or upon the commencement of a serious health condition, and unlike the FMLA, the HFLL does not provide a leave limitation on two spouses employed by the same employer. Leave for the birth or adoption of a child must be taken within 12 months of the baby's birth date.

- **ILLINOIS Employees**: Employees eligible for FMLA leave are eligible to take up to 10 workdays of unpaid bereavement leave for reasons related to the death of their child. For employees in Illinois, please see the section titled Bereavement Leave for additional considerations relative to FMLA.
- **KENTUCKY Employees**: In addition to the family leaves for the reasons allowed by the FMLA Employers must allow employees to take up to six weeks of personal leave for the adoption of a child under age seven.
- **MAINE Employees**: In addition to the family leaves for the reasons allowed by the FMLA, eligible employees may also take up to 10 workweeks of unpaid family medical leave in any two year period for their own or their family member's serious health conditions; childbirth or adoption; organ donation; or the death of a family member who dies while on activity duty as a member of the Maine military forces or U.S. armed forces. Private employers with 15 or more employees at one location in Maine are covered by the Maine family medical leave provisions.
- **MASSACHUSETTS Employees**: In addition to the family leaves available under the FMLA, eligible employees covered under the FMLA may take additional leave under the Massachusetts Small Necessities Leave Act. Those employees are able to take a total of 24 hours of additional unpaid leave during any 12 month period to allow the employee to participate in school activities related to the educational advancement of their child, accompany their child to routine medical or dental appointments, and to accompany an elderly relative to routine medical or dental appointments or appointments for professional services related to the elderly relative's care. Elderly relatives are relatives who are at least 60 years old and related to employee by blood or marriage.

Additionally, employees may take parental leave for childbirth; to adopt a child under age 18; or to adopt a child under age 23 who has mental or physical disabilities.

- **MINNESOTA Employees**: In addition to the family leaves for the reasons allowed by the FMLA, eligible employees can take leave under the Minnesota Pregnancy and Parenting Leave Act (MPPLA). Under the MPPLA, covered employers have at least 21 or more employees at one site. Eligible employees may take up to 12 weeks of unpaid leave for the birth or adoption of a child; prenatal care; and incapacity due to pregnancy, childbirth or related health conditions. Under the MPPLA, spouses that work for the same employer are each entitled to 12 weeks of leave. For more information on Pregnancy Leave in Minnesota, please refer to that section of the handbook.
- **MONTANA Employees**: In addition to the family leaves for the reasons allowed by the FMLA, Montana law requires all employers to provide reasonable leave in conjunction with a pregnancy or the birth of a child. Leave for fathers and parents of adopted children are provided as required under Federal law. For more information on Pregnancy Leave in Montana, please refer to that section of the handbook.
- **NEW JERSEY Employees**: In addition to the leaves available under the FMLA, eligible employees may take leave under the New Jersey Family Leave Act (NJFLA). Covered employers are employers that employ 50 or more employees (in or out of New Jersey) for each working day during 20 or more work weeks in the current or preceding calendar year. Employees are eligible if they worked for a covered employer for at least 12 months and worked at least 1,000 based hours during the immediately preceding 12-month period. Only the following two circumstances qualify for NJFLA leave: the birth or placement for adoption of a child; or the serious health condition of a parent, spouse or one partner in a civil union couple, and child who is under 18 or older but incapable of self-care because of a physical or mental impairment. The NJFLA does not cover an employee's serious health condition, or military exigency leave or military caregiver leave. Spouses employed by the same employer may each take a leave of absence up to 12 weeks simultaneously, assuming both are otherwise eligible for leave.
- **OREGON Employees**: In addition to family leaves for the reasons allowed by the FMLA, eligible employees in Oregon can take unpaid family leave to care for a child who has an illness, injury or condition that does not qualify as a serious health condition but which does require home care (but not routine medical appointments); to deal with a family member's death by attending the funeral (or funeral alternative), making funeral arrangements or grieving. Like the FMLA, it allows for up to 12 weeks of unpaid family leave in a rolling 12-month period. To be eligible for family leave, the employee must be employed in Oregon at the time his/her family leave begins.

Employees using 12 weeks of leave for the birth or adoption of a child can take an additional 12 weeks of leave to care for a child with a non-serious illness, injury or condition that requires home care, but this additional leave time is not available if another family member is available to care for the child. Additionally, eligible female employees can take an additional 12 weeks of Pregnancy Disability Leave (as noted in that section) in a one-year period if disabled by the pregnancy or childbirth.

Employees on family leave, including bereavement leave, may be required to use Paid Sick Leave. They must be notified in writing of this requirement before beginning the leave.

Please Note: For employees in Oregon, please see the section titled Bereavement Leave for additional considerations relative to FMLA.

- **RHODE ISLAND Employees:** The Rhode Island Parental and Family Medical Leave Act (RIPFMLA) is substantially like the FMLA, however there are some differences. Under the RIPFMLA, eligible employees may take up to 13 consecutive workweeks of RIPFMLA in any 24-month period. If an employee is eligible for both FMLA and RIPFMLA, the two leave entitlements will run concurrently.
- **TENNESSEE Employees:** In addition to the leaves available under the FMLA, eligible employees may take leave for adoption, pregnancy, childbirth, and nursing their infant. For more information on Pregnancy Leave in Tennessee, please refer to that section of the handbook.
- **VERMONT Employees:** In addition to the leaves available under the FMLA, eligible employees may also be provided with leave under the Vermont Parental and Family Leave Act (VPFLA). Under the VPFLA, eligible employees may also take leave to care for a spouse (including same sex spouse), party to a civil union, or parent-in-law who has a serious illness.
- **WASHINGTON Employees:** In addition to the circumstances in which unpaid family leave may be taken under the FMLA, in Washington Family Care Leave can be taken. Employees can use Paid Sick Leave to care for (1) a child with a health condition requiring medical treatment or parental supervision; or (2) a spouse, parent, parent-in-law or grandparent with a serious health condition or emergency medical condition.
 - Effective January 1, 2020, through an insurance program funded by employer and employee contributions, paid leave will be available to eligible employees for up to 12 weeks for family leave or 12 weeks for medical leave, with a combined maximum leave amount of 16 weeks during a rolling 52-week period. An additional 2 weeks of leave may be used if an employee has a serious health condition related to pregnancy, for a combined total of 18 weeks.
- **WASHINGTON D.C. Employees:** Public and private employers with 20 or more employees on their payroll during 20 or more calendar workweeks (consecutive or non-consecutive in the current or preceding calendar year), are covered under the District of Columbia Family and Medical Leave Act (“DC FMLA”) provisions. Eligible employees are those employees who have worked 1 year for the same employer without a break in service, who worked at least 1,000 hours in the 12 month period immediately preceding the employee’s request for leave, and who spends at least 50% of his/her work time working for the employer in DC.
- **WISCONSIN Employees:** In addition to the circumstances in which unpaid family leave may be taken under the FMLA, eligible employees may also take leave under the Wisconsin Family and Medical Leave Act (WFMLA). Eligible employees include those who have worked for at least 52 consecutive weeks and 1000 hours. WFMLA may run concurrently with FMLA. Leave under the WFMLA may be taken for the birth or adoption of a child; the serious health condition of the employee’s child, spouse, domestic partner, or parent; or the employee’s own serious health condition.

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301 ~ Paid Sick Leave

Arizona, California, Illinois, Maryland, Massachusetts, Michigan, New York, Oregon, Rhode Island, Vermont, and Washington all have laws regulating Paid Sick Leave (“PSL”). There are also local governments in California, Illinois, Maryland, Minnesota, New York, Pennsylvania, Texas and Washington that have their own PSL laws. Under these various laws, eligible employees have the right to earn and take PSL for reasons specified in each state’s and local government’s laws. Because of the complexity of the PSL laws in these states and localities, along with the frequency in which new legislation is introduced and passed, Trillium generally maintains separate written policies for each. Please refer to the policy for the state(s) in which you are working.

These policies are mailed to your home address upon your hire or if you are later placed on an assignment in a state or locality subject to Paid Sick Leave laws. You may also request a copy of the Paid Sick Leave policy at any time.

302 ~ Pregnancy Disability Leave of Absence

The states listed in this section have specific Pregnancy Disability Leave provisions in addition to FMLA. If a state is not listed below, then Pregnancy Disability would be subject to other sections of this handbook.

- **CALIFORNIA Employees:** Up to four months of unpaid Pregnancy Disability Leave is available to you within a rolling 12-month period if you are disabled by pregnancy, childbirth or related medical conditions. Paid Sick Leave may be used during a Pregnancy Disability Leave in California or any localities within California that have their own PSL laws per our Paid Sick Leave Policies in those locations.

If you have Trillium-provided health benefits you are eligible to continue such coverage at your cost during a Pregnancy Disability Leave. If you are eligible for CFRA leave, that may continue for up to 12 weeks following the end of your Pregnancy Disability Leave.

You must notify your Trillium representative of your need for Pregnancy Disability Leave at least 30 days in advance if that is practicable or as soon as possible if 30 days advance notice can’t be given. Medical certification for a Pregnancy Disability Leave will be required on a form provided to you by Trillium. Certification may be required for approval of such a leave and under other circumstances, including recertification and return to work. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.

- **COLORADO Employees:** Colorado requires employers to grant reasonable accommodations, up to and including an unpaid leave of absence to female employees for temporary impairments resulting from pregnancy, miscarriage, abortion, childbirth, or related recovery. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **CONNECTICUT Employees:** Connecticut requires employers to allow employees to take a reasonable unpaid leave of absence for pregnancy-related disabilities, which include childbirth or pregnancy-related conditions such as a miscarriage, pregnancy termination or complications. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **DELAWARE Employees:** Delaware requires employers to make reasonable accommodations for known limitations related to employees’ pregnancies, including time off to recover from childbirth, unless employers can show that these accommodations would impose undue hardship to its business. Eligible employees may use unpaid FMLA leave. A certification from a health care provider may be required as a condition of the leave.



- **HAWAII Employees**: Hawaii requires employers to provide employees with a reasonable amount of leave for the period of an illness or disability because of pregnancy, childbirth, or related medical condition as provided in the Hawaii Fair Employment Practices Act. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from your health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **ILLINOIS Employees**: Illinois requires employers to grant employees' request for pregnancy disability leave that is needed as a reasonable accommodation because of pregnancy, childbirth, miscarriage, abortion, or for medical or common conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **IOWA Employees**: Iowa requires employers to grant unpaid pregnancy disability leave for the period of an illness or disability caused by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth, or for eight weeks, whichever is less. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **KANSAS Employees**: Kansas requires employers to provide an unpaid leave of absence to female employees for childbearing, or for disability caused by pregnancy, miscarriage, or legal abortion. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **KENTUCKY Employees**: Kentucky provides that employers may not discriminate in the terms, conditions, and benefits of employment because of pregnancy, childbirth, or related medical conditions and must reasonably accommodate employees' limitations due to pregnancy, childbirth, or related medical conditions up to and including unpaid leave. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **LOUISIANA Employees**: Louisiana employers must allow female employees to take pregnancy disability leave if they are affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **MAINE Employees**: Maine requires employers to make reasonable accommodations up to and including leave for pregnancy, childbirth or a medical condition related to pregnancy, unless doing so would impose an undue hardship on the company's business operations. Employees may request a reasonable accommodation to enable them to perform the functions of their job. A certification from a health care provider may be required as a condition of the leave.
- **MARYLAND Employees**: Maryland requires employers to make reasonable accommodations up to and including leave for pregnancy-related disabilities. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.

- **MASSACHUSETTS Employees**: Massachusetts requires employers to allow employees to take leave for childbirth, or disabilities related to pregnancy, miscarriage, and abortion under the parental leave provisions of the Massachusetts Family and Medical Leave. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **MINNESOTA Employees**: Minnesota requires employers to allow eligible female employees, who have worked for at least 12 months preceding her request and who has worked at least 20 hours per week during the 12- month period immediately preceding the leave, an unpaid leave of absence, of up to 12 weeks for the period of an illness or disability because of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **MISSOURI Employees**: Missouri requires employers to treat employees disabled by pregnancy, childbirth, or related medical conditions the same as other employees with short-term disabilities for the purposes of sick leave. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **MONTANA Employees**: Montana requires employers to provide employees reasonable leave for their pregnancy, or pregnancy related disabilities. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **NEBRASKA Employees**: Nebraska requires employers to provide reasonable accommodations, up to and including leave, for the period of an illness or disability because of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **NEVADA Employees**: Nevada requires employers, upon request, to provide reasonable accommodations to female employees for conditions related to pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **NEW HAMPSHIRE Employees**: New Hampshire requires employers to provide temporary leaves of absence for the period of physical disability resulting from pregnancy, childbirth, or medical or conditions related to pregnancy or childbirth. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **OREGON Employees**: Oregon doesn't have a separate Pregnancy Disability Leave law; however, eligible employees may use unpaid FMLA leave and paid leave under Oregon's or local paid sick leave law for pregnancy- and childbirth-related disabilities. If you wish to receive pay and you have earned paid sick leave which is available for your use, please refer to the separate Paid Sick Leave Policies for Oregon and its localities.

- **SOUTH CAROLINA Employees**: South Carolina requires employers to provide reasonable accommodations, including an unpaid leave of absence, for an illness or disability because of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to eligible employees. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave.
- **TENNESSEE Employees**: Tennessee requires employers to provide an unpaid leave of absence of up to four months to any female employee, for the period of an illness or disability because of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to eligible employees. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **VERMONT Employees**: Vermont requires employers to provide an unpaid leave of absence to any female employee, who has worked for at least one continuous year for an average of 30 hours per week, for the period of an illness or disability because of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth to eligible employees. Eligible employees may use unpaid FMLA leave. Reasonable accommodations for your pregnancy or pregnancy related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **WASHINGTON Employees**: Trillium will provide an unpaid leave of absence to any female employee, regardless of length of service, for the period of an illness or disability because of pregnancy, childbirth or pregnancy-related conditions such as a miscarriage, pregnancy termination or complications. However, if you qualify for Paid Sick Leave (see the Paid Sick Leave section of this Handbook and our state-specific policies) a portion or all your Pregnancy Disability Leave may be paid under those policies. Reasonable accommodations for your pregnancy or pregnancy-related condition may be made unless the accommodation would impose an undue hardship on Trillium. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.
- **WASHINGTON D.C. Employees**: Washington D.C. requires employers to provide up to 16 weeks of family leave to employees for the birth of a child. Additionally, employers are required to provide leave for eligible employees' serious health conditions, which include incapacities related to pregnancy, including miscarriage, abortion, childbirth, or recovery from these conditions or prenatal care. Eligible employees may use unpaid FMLA leave. A certification from a health care provider may be required as a condition of the leave. Trillium will try to place you in the position you held immediately before your leave began or a comparable position, but such a placement is not guaranteed.

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303 ~ Lactation Breaks

Although Trillium does not control the worksites at which you will be working, we do encourage clients to provide a reasonable amount of break time and a private, secure location or room to accommodate employees desiring to express breast milk for their children under 12 months old (or 2 years old in Colorado, 3 years old in Maine, 3 years old in New York, 18 months old in Oregon) in accordance with applicable law. If you need a break for this purpose, please contact your client supervisor. Such a break may not be approved if it would seriously disrupt the client's operations.

The break time, if possible, must run concurrently with rest and meal periods. If the lactation break cannot run fully concurrently with the rest or meal breaks, the time outside the rest and meal breaks will be unpaid time.

- **CALIFORNIA Employees:** Employees have the right to request a lactation accommodation in compliance with California Labor Code Sec. 1030-1034. To request a lactation accommodation, employees should contact their Trillium representative. If the lactation accommodation is denied, the employee will receive a written response that identifies the reason for the denial. If the request is approved, employees requiring breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for nonexempt/hourly employees. Employees have the right to file a complaint with the Labor Commissioner for any violation of California Labor Code Sec. 1030-1034.
- **ILLINOIS Employees:** Employees can express milk for nursing infant children for up to one year after birth. A covered employee's compensation will not be reduced for time spent outside of rest and meal breaks to express milk.
- **MARYLAND Employees:** Employees have the right to request a lactation accommodation in compliance with Baltimore's Lactation Accommodations in the Workplace Ordinance. To request a lactation accommodation the employee should contact her manager/supervisor. The company will respond within 5 days and will engage in the interactive process to determine lactation break periods and an appropriate lactation location. If the lactation accommodation is denied, the employer will describe in a written response to the lactation accommodation request the reason for the denial. The company will not demote, terminate, or otherwise retaliate against an employee who requests or makes use of the accommodation and break time described in this policy.
- **NEW YORK Employees:** Employees have the right to request a lactation accommodation. To request a lactation accommodation, employees should contact their manager/supervisor. A reasonable period for lactation breaks is defined as no less than 20 minutes, or 30 minutes if the location is not close to the employee's workstation. The number of unpaid breaks necessary for expression purposes varies depending on the amount of time the employee is separated from the nursing infant and the mother's physical need. In most circumstances, the unpaid break time is to be provided at least once every three hours, if requested by the employee.
- **OREGON Employees:** A reasonable period for lactation breaks is defined as no less than 30 minutes during each 4-hour work period or major part of a 4-hour work period, and the break is to be taken at approximately the middle of the work period.

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304 ~ Paternity Leaves of Absence

This policy applies to employees who are not otherwise eligible for *FMLA* as described in that section.



Family is very important, and we want you to be there for the birth of your new child. To help with this, Trillium provides for *unpaid* paternity leaves of absence to eligible new fathers for up to five (5) days for the birth of and to care for and to bond with your newborn son or daughter.

As soon as you become aware of a need for a paternity leave of absence, you should request a leave from your Trillium office. Your branch office will work with Human Resources to provide the leave application and any documentation that is necessary for you to apply for a paternity leave. Trillium will make the determination as to whether your requested leave is approved per our policy. Any changes in this information should be promptly reported to Trillium's Human Resources Department as well.

In order to take advantage of this benefit, you must provide Trillium with the Hospital Record of Birth or Birth Certificate showing the baby's date of birth as well as both parents' names, one of which must be your name. If the required documentation of the event is not provided to Trillium in a timely manner, the time away will not be covered under our Paternity Leave policy and will be counted as an unexcused absence. This benefit is limited to one approved leave of absence per calendar year.

When your paternity leave ends and you can return to work, every effort will be made to return you to the same or similar position for which you are qualified. The client may not be required to hold your position open for you. If the leave is approved by Trillium, you will be allowed to return to a similar position if one is available. If no open positions are available at the end of your leave, you will be returned to work when another similar open position becomes available for you. However, Trillium cannot guarantee your reinstatement.

In addition, if you fail to report to work promptly at the end of your paternity leave, Trillium will assume that you have voluntarily resigned from your position.

How Do I Request a Paternity Leave of Absence?

If you are not eligible for *FMLA* and have a need for a paternity leave, Trillium can provide you with the forms to get started and to formally apply for a leave in writing as required. Please reach out and ask for Trillium's Application for Non-*FMLA* Leaves and Notice of Intent to Return to Work form.

In order to consider your request and to see if it can be approved, you will be asked to furnish Trillium current information, including but not limited to:

- Your name, address, & contact information including your telephone number and email address.
- The specific reason(s) for your leave request.
- The dates you'll expect to be away from work.
- You must provide Trillium with the Hospital Record of Birth or Birth Certificate showing the baby's date of birth as well as the parent's names (your name and the mother's name).

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305 ~ Military Leaves of Absence

If you leave your job with Trillium to enter military service, you may be entitled to an unpaid leave of absence in accordance with federal and state laws with continuation of your health insurance coverage. You may also be eligible for a military leave if your spouse is a qualified member in military service under certain circumstances. There are many details involved in military leaves, so please contact Trillium Human Resources if you are planning to enter military service or if you have a period of service coming up.

Also keep in mind that there are leaves of absence available for Qualifying Exigency Leave and Military Caregiver leave under the federal Family and Medical Leave Act (“FMLA”), as explained in that section of this Handbook.

306 ~ Criminal Victim & Domestic Violence Leaves

Many states provide for specific leaves of absence to victims of criminal or domestic violence as outlined below. If a state is not listed below, then that state does not have a specific law regarding leave for victims of criminal or domestic violence. Time away for these types of issues may be covered, if allowed, under other Trillium policies.

- **ALABAMA Employees:** Alabama requires employers to allow eligible employees to take unpaid time off from work to respond to a subpoena to testify or to participate in the reasonable preparation of a criminal proceeding if the employee is a victim of the crime at issue in the proceeding, or the victim is killed or incapacitated and the employee is the victim’s spouse, parent, child, sibling, or guardian. Trillium may require the employee to provide a copy of the notice scheduling the proceeding.
- **ALASKA Employees:** Alaska requires employers to allow eligible employees to take unpaid leave from work to respond to a subpoena or a request by a prosecuting attorney to attend a court proceeding. Employees are eligible for this leave if the employee is the victim of the crime; the victim is a minor, incompetent, or incapacitated, and the employee is living in a spousal relationship with the victim or is the victim’s parent, adult child, guardian or custodian; or the victim died and the employee is the deceased victim’s spouse, parent, adult child, sibling, grandparent or grandchild, or has been legally designated as the interested person. An employee is ineligible for leave if he or she is the perpetrator of the crime.
- **ARIZONA Employees:** Arizona requires employers with 50 or more employees to allow employees who are crime victims to take unpaid leave for to attend legal proceedings and obtain injunctive relief. Employers must allow eligible employees to use paid sick leave for reasons related to domestic or sexual violence, abuse or stalking. Eligible employees include the victim of the crime, or the spouse, parent, child, sibling, grandparent, second-degree relative or other lawful representative of a victim who was killed or incapacitated. Employees may be required to provide their employer with certification to verify their need for crime victim leave. Employees are ineligible for the leave if the employee or the family member is accused or in custody for the crime.
- **CALIFORNIA Employees:** California requires employers to allow employees who are victims of certain felonies to take leave to attend related judicial proceedings. Employees must give employers a copy of the notice provided to crime victims for each scheduled judicial proceeding. Employers with 25 or more employees must allow employees who are victims of domestic violence, sexual assault, or stalking to take crime victim leave; however, employees may not take unpaid leave exceeding or in addition to the amount of unpaid leave permitted by the FMLA. Employers may be required to provide certification such as a police report, or protective order. California also requires employers to provide a victim of domestic violence, sexual assault or stalking reasonable accommodations for their safety at work. The employer may provide a reasonable accommodation that does not impose an undue hardship. Reasonable accommodations, may include transfers, reassignments, modified schedules, work station changes, work telephone number changes, new locks, assistance in documenting incidents that occur in the workplace, new safety procedures, other adjustments to job structures, workplace facilities or work requirements and the use of available paid or unpaid leave.



- **COLORADO Employees:** Colorado requires employers to allow employees unpaid time off from work to participate in criminal court proceedings if the employee is a victim of the crime, or the spouse, child, stepchild, parent, stepparent, sibling, legal guardian or significant other of the crime victim. Employees who are in custody for the crime, or otherwise accountable for the crime are not eligible for time off. Colorado further requires employers with 50 or more employees to provide victims of domestic abuse, stalking or sexual assault with up to three days of paid or unpaid leave in a 12 month period to seek a protection order, obtain medical care, make his or her home secure from the perpetrator, or to seek legal assistance. Eligible employees are those who have been employed by the employer for at least 12 months and a victim of domestic abuse, stalking, sexual assault, or the victim of any other crime that has been found by a court to include an act of domestic violence.
- **CONNECTICUT Employees:** Connecticut requires employers to allow eligible employees to take unpaid leave to comply with a legal subpoena or to attend court proceedings or participate in a police investigation related to a criminal case in which the employee is a crime victim. Employees who are the parent, spouse, child, or sibling of a victim of a homicide, or as a person designated by the victim to exercise victim's rights are also eligible for time off. Connecticut also requires employers to provide up to 12 days of paid or unpaid leave to employees who are victims of family violence. Family violence includes incidents between family or household members that result in physical harm, bodily injury or assault, acts of threatened violence that result in fear of imminent physical harm, bodily injury or assault, including stalking and verbal abuse. Employees must provide seven days' notice when the need for leave is foreseeable.
- **DELAWARE Employees:** Delaware requires employers to allow eligible employees unpaid time off from work to participate in criminal court proceedings if the employee is the victim of a crime, or if the employee is the parent, guardian, custodian of a victim who is unable to meaningfully understand or participate in the legal process, or the spouse, adult child or stepchild, parent or sibling of the victim if the victim is dead, or the legal representative of the victim. Any employee who is a defendant, co-defendant, or co-conspirator with respect to the crime is not eligible for time off. Before employees may take time off from work, they must provide a copy of the notice of proceedings. Delaware further requires employers with 4 or more employees to provide employees with reasonable accommodations for known limitations related to the victim of domestic or sexual violence, unless providing the accommodation would impose an undue hardship on the Company's business operations. Reasonable accommodations may include reasonable changes in an employee's schedule or job duties that would enable the employee to satisfactorily perform the essential duties of his or her position. The use of accrued leave to address domestic violence, sexual offense or stalking may also be considered a reasonable accommodation. Trillium may require verification that the employee is a victim of domestic violence, a sexual offense or stalking.
- **FLORIDA Employees:** Florida requires employers to allow eligible employees who are victims of domestic violence or sexual violence to use up to three unpaid days of leave within a 12-month period. Eligible employees are those who have been employed with the company at least three months. Eligible employees may use leave to seek an injunction for protection against domestic violence; obtain medical care or counseling for the employee, a family member or household member to address physical or psychological injuries; obtain services from a victims services organization; make the employee's home secure; and/or seek legal assistance. The employer may require the employee to provide certification.
- **HAWAII Employees:** Hawaii requires employers with 50 or more employees to allow eligible employees with a reasonable period of leave of up to 30 days per calendar year for a qualifying reason. Employers with fewer than 50 employees must provide eligible employees with a reasonable period of leave of up to five days per calendar year for a qualifying reason. Qualifying reason include when the employee or the employee's minor child (i.e. biological, adopted, foster, or step child, or legal ward of an employee) is a victim of domestic abuse, sexual assault or stalking and the leave is used to seek medical attention, obtain services from a victim services organization, obtain psychological or other counseling; temporarily or permanently relocate; or take legal action. An employer may require certification.
- **ILLINOIS Employees:** Illinois requires employers to provide unpaid leave to employees who are victims of domestic violence, sexual assault, gender violence, or stalking, or has a family or household member who is a victim of the same. An employer with 1-14 employees must provide up to 4 workweeks of leave in a 12-month period; an employer with 15-49 employees must provide up to 8 workweeks of leave in a 12-month period; and an employer with over 50 employees must provide up to 12 workweeks in a 12-month period. An employer is required to grant the accommodation unless the leave would cause undue



hardship. An employee may take leave if the employee or a family or household member is experiencing an incident of domestic or sexual violence or to address domestic or sexual violence by seeking medical attention; legal assistance, psychological or other counseling, services from a victim services organization; or participating in safety planning, relocating or taking other actions to increase safety from future domestic or sexual violence or to ensure economic security. At the end of leave, Trillium will make efforts to restore the employee to his or her position of employment or equivalent position.

- **MAINE Employees**: Maine requires employers to provide employees who are the victim, or who have a child, parent or spouse who is a victim of violence, assault, sexual assault, stalking, or any act that would support an order of protection with reasonable leave from work to prepare and attend court proceedings; receive medical treatment; attend to medical treatment for the victim, or obtain necessary services to remedy crisis caused by domestic violence, sexual assault, or stalking. The company may seek a modification or deny a request for leave if it would suffer an undue hardship from the employee's absence or the leave is not communicated within a reasonable time under the circumstances, or the reasons for leave is impractical, unreasonable, or unnecessary based on the facts known to the employer.
- **MASSACHUSETTS Employees**: Massachusetts requires employers with 50 or more employees to provide eligible employees who are victims, or have family members who are victims, of abusive behavior with an unpaid leave of up to 15 days. Abusive behavior is defined as domestic violence, stalking, sexual assault and kidnapping. "Abusive behavior" includes conduct by a current or former spouse; a person with whom the employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the employee or covered family member; a person related by blood or marriage to the employee or covered family member; or a person with whom the employee or covered family member has or had a dating relationship. An employee who is the perpetrator of the abusive behavior is not eligible for leave. Leave may be taken to seek or obtain medical attention, receive counseling, victim services or legal assistance, secure housing; obtain a protective order from a court; appear in court or before a grand jury; meet with a district attorney or other law enforcement official, attend child custody proceedings; or address other issues directly related to the abusive behavior. Employers may require certification for support. Trillium will make efforts to restore the employee to their original position or to an equivalent position.
- **MINNESOTA Employees**: Minnesota requires employers to all employees who are crime victims or witnesses, or their family members are crime victims to take a reasonable amount of leave to attend court proceedings. Employers must also allow eligible employees to use reasonable periods of leave for reasons related to sexual assault, domestic abuse, or stalking. An employee must attempt to give at least 48 hours' advance notice of an absence, unless there is imminent danger to the health or safety of the employee or the employee's child. Employers may request verification to support the employee's need for leave.
- **MISSISSIPPI Employees**: Mississippi requires employers to allow employees to take unpaid leave to respond to a subpoena or participate in the preparation of a criminal proceeding if the employee is a victim of the crime; or the victim is deceased or incapacitated, and the employee is the victim's lawful representative or immediate family member. Immediate family member includes the employee's spouse, parent, child, sibling, grandparent or guardian of the victim, unless that person is in custody for an offense or is the accused.
- **MONTANA Employees**: Montana requires employers to provide eligible employees with unpaid time off from work to prepare for or attend a criminal justice proceeding. Eligible employees are those who are the victim of the crime at issue, or the victim's spouse, child by birth or adoption, stepchild, parent, stepparent or sibling. Employees are not eligible if they were the one to perpetrate the crime at issue.
- **NEVADA Employees**: Nevada requires employers to provide reasonable accommodations, including leave, to eligible employees if the employee or the employee's family or household member is a victim of domestic violence. Employees are eligible if they have been employed by the employer at least 90 days and the employee is not the alleged perpetrator. Family member includes the spouse; domestic partner; minor child; or parent or other adult person within first degree of consanguinity or affinity to the employee, or other adult person who is or was residing with the employee at the time of the act of domestic violence. Eligible employee may take up to 160 hours of unpaid leave in one 12 month period for the following reasons that must be related to the domestic violence: diagnosis, care, or treatment of a health condition; obtain counseling or assistance, to participate in court proceedings; to establish a safety plan. Leave may run concurrently with FMLA if applicable.



- **NEW HAMPSHIRE Employees**: New Hampshire requires employers with 25 or more employees, for each working day in each of 20 or more calendar weeks during any calendar year, to provide an employee who is the victim of certain crimes (i.e. an offense designated by law as a felony or misdemeanor) an unpaid leave so the employee can attend court or other legal proceedings related to the crime. Employees may also take such leave if the victim is an immediate family member which includes, parent, stepparent, child, stepchild, sibling, spouse, grandparent, legal guardian of the victim, or any person who has an intimate relationship and residing in the same house as the victim. An employee must provide certification for the leave. An employer may deny the employee's leave request if such leave would create an undue hardship on the business operations.
- **NEW JERSEY Employees**: New Jersey requires employers with 25 or more employees to provide up to 20 days of unpaid leave in a 12-month period to an employee who is a domestic violence or sexual assault victim, or whose covered family member is a victim. To be eligible employees must work for the same employer in New Jersey for a minimum of 12 months and 1000 base hours. Leave may be taken to seek medical attention, obtain services from a victim services organization, receive psychological counseling, participate in safety planning, temporarily or permanently relocate, seek legal assistance, or to prepare for or participate in a criminal or civil court proceeding related to the domestic or sexual violence. Covered family member includes the employee's child, spouse, domestic partner, civil union partner, parent, parent-in-law, sibling, grand parent, grandchild and blood relative. An employee must give advance notice where reasonable and provide certification of the leave.
- **NEW MEXICO Employees**: New Mexico requires employers to provide eligible employees up to 14 days of intermittent paid or unpaid leave in any calendar year to obtain a protection order or judicial relief from domestic abuse, to meet with law enforcement officials, to consult with attorneys or victim advocates, or to attend court proceedings. Eligible employees are those who are victims of domestic abuse. Domestic abuse is defined as an incident of (1) stalking or sexual assault whether committed by a household member or not, or (2) by a household member against another household member consisting of or resulting in physical harm, severe emotional distress, bodily injury or assault, criminal trespass, or damage to property, repeatedly driving by a residence or workplace, telephone harassment, harassment, strangulation or suffocation of harm or threatened harm to children of any of the aforementioned forms of abuse. Domestic abuse does not include the use of self-defense or the defense of another. A household member may include a spouse, former spouse, parent, present or former stepparent, present or former parent-in-law, grandparent, grandparent-in-law, child, stepchild, grandchild, co-parent of a child (i.e., persons who have a child in common, regardless of whether they have been married or have lived together at any time) or a person with whom the petitioner has had a continuing personal relationship (i.e., dating or intimate relationship). Cohabitation is not necessary to be deemed a household member. An employer may require verification of the need for domestic abuse leave.
- **NEW YORK Employees**: New York law provides that employers may not discriminate against, refuse to hire or terminate victims of domestic violence or release any of the information the employee provides except when such disclosure is required by state or federal law. New York employers located in Westchester County must reasonably accommodate, including providing leave, a domestic violence victim unless doing so would cause an undue hardship on the employer's business. Employers located in Westchester County for more than 90 days in a calendar year must provide up to 40 hours of paid leave for victims of domestic violence and human trafficking. To take paid safe time, employees must make a request either verbally, or in writing, by any means acceptable to the employer. Employers may require employees to provide reasonable documentation that the leave was used for a covered purpose. Employers may not interfere with, restrain, or deny the actual or attempted exercise of the right to use paid safe time. New York City requires employers to provide employees with time off under the New York City Earned Safe and Sick Time Act. Please refer to Trillium's various Paid Sick Leave Policies for employees working in New York state or its localities for more information.
- **NORTH CAROLINA Employees**: North Carolina requires an employer to provide a reasonable amount of unpaid time off to employees who are victims of domestic violence to seek relief under the domestic violence or civil no-contact laws, including, but not limited to, filing a civil action, obtaining a protective order or obtaining emergency assistance. Employees seeking time off under this policy must provide the employer with reasonable advance notice of the leave, unless an emergency prevents them from doing so. Employers may require documentation verifying that an emergency prevented an employee from providing proper notice, as well as other information verifying the reason for the absence.



- **OHIO Employees:** Ohio requires employers to allow employees to take leave to participate in a criminal proceeding or attend a criminal proceeding in response to a subpoena if they are a victim of a crime, or their family member, is a victim of a crime. A family member includes a spouse, child or stepchild, sibling, parent or stepparent, grandparent, or other relative. Employees will not be eligible for leave under this policy if they are charged with, convicted of, or adjudicated to be a delinquent child for the crime or delinquent acts against the victim or another crime or delinquent act arising from the same episode or conduct.
- **OREGON Employees:** Oregon requires employers with six or more employees to allow eligible employees who are crime victims to take leave from employment to attend criminal proceeding or other proceeding at which a crime victim has a right to be present. An eligible employee is one who has worked an average of more than 25 hours per week for the employer for at least 180 days immediately before the date the employee takes to attend the criminal proceeding. The leave applies to employees who have who have suffered financial, social, psychological or physical harm as a result of a personal felony, as well as if the crime victim is a member of the employee's *immediate family*, which is defined as a spouse, domestic partner, parent, sibling, child, stepchild or grandparent. The employer may limit the amount of leave if the employee's leave creates an undue hardship. An eligible employee must give the employer reasonable notice of his or her intention to take leave and provide copies of any notices of scheduled criminal proceedings. Oregon also requires employers with six or more employees to provide eligible employee leave to seek assistance due to a domestic violence situation. An employee is eligible for leave if he or she is a victim of domestic violence, harassment, sexual assault or stalking, or is a parent or guardian of a minor child or dependent who is a victim and is seeking leave for an authorized purpose. There is no requirement that an employee work a minimum number of hours for a specified period in order to be eligible for leave. An employer may require an employee to provide certification of the need for leave. Oregon also requires employers to make reasonable safety accommodations in response to an actual or threatened domestic violence situation. Reasonable accommodations, may include transfers, reassignments, modified schedules, work station changes, work telephone number changes, new locks, assistance in documenting incidents that occur in the workplace, new safety procedures, other adjustments to job structures, workplace facilities or work requirements and the use of available paid or unpaid leave.
- **PENNSYLVANIA Employees:** Pennsylvania requires employers to allow eligible employees to take time off from work to comply with a subpoena or other court order. Employees are eligible for time off under this policy if they are: the victim of the crime at issue in the proceeding; related to the victim within three degrees of the employee (i.e., parents, grandparents and great-grandparents; brothers and sisters, nephews and nieces; uncles and aunts; children, grandchildren and great-grandchildren); are in a common-law relationship with the victim; or (4) living in the same household with the victim. An employee who is the perpetrator of the crime is not eligible for time off. Philadelphia also requires employers with at least one employee to provide unpaid leave for an employee who is a victim of domestic violence, sexual assault, or stalking or whose family or household member is a victim. An employer that employs 50 or more employees for each working day during each of the 20 or more calendar workweeks in the current or preceding calendar year must provide up to eight workweeks of unpaid leave during any 12-month period. An employer that employs fewer than 50 employees for each working day during each of 33 or more calendar workweeks in the current and preceding calendar year must provide up to four workweeks of unpaid leave during any 12-month calendar period. If applicable leave may run concurrently with FMLA.
- **RHODE ISLAND Employees:** Rhode Island requires employers with 50 or more employees to provide an employee with an unpaid leave of absence to attend court proceedings related to a crime when the employee is the victim of the crime at issue. Employers may limit the amount of leave if it creates significant difficulty or hardship on the employer's business. Employees must provide the employer with a copy of the notice received to attend court. Rhode Island also requires employers with 18 or more employees to provide eligible employees with paid safe leave when they or their family members are victims of domestic violence, sexual assault, or stalking. Employees may use the leave to care for their own or their family members' mental or physical illnesses, injuries, or health conditions; obtain medical diagnoses, care, or treatment for their own or their family members' mental or physical illnesses, injuries or health conditions; obtain preventative medical care for themselves or their family member.

- **SOUTH CAROLINA Employees**: South Carolina requires employers to provide eligible employees with time off from work to lawfully respond to a subpoena. Employees are eligible if they are a victim of the crime at issue, or their spouse, parent, child, or are a lawful representative of a victim who is deceased, a minor, incompetent, or physically or psychologically incapacitated. Employees are not eligible if they are the subject of an investigation for, or are charged with, or have been convicted of or pled guilty or nolo contendere to the offense.
- **VERMONT Employees**: Vermont requires employers to allow eligible employees who are crime victims to take leave to attend court proceedings. Eligible employees are those who are crime victims and have been continuously employed by the same employer for at least 20 hours per week on average over a period of 6 months. Employers are required to provide eligible employees with paid sick and safe leave when they or their family members are victims of domestic violence, sexual assault, or stalking. Victims include people who suffer physical, emotional, or financial harm or death as a direct result of crimes of attempted crimes. Family members include the employee's child, foster child, parent, spouse, stepchild or ward who lives with the victim, or a parent of the employee's spouse. At the end of the leave, the employee must be offered the same or a comparable job at the same level of pay, benefits, seniority or any other term or condition of employment.
- **VIRGINIA Employees**: Virginia requires employers to provide eligible employees who are victims of a crime to take unpaid time off from work to attend any criminal proceedings relating to the crime. Employees are eligible for leave if the employee has suffered physical, psychological, or economic harm as a direct result of the commission of a felony, assault and battery, maiming or driving while intoxicated, the employee is the spouse or child of the victim, the employee's minor child or legal ward is the victim; or the victim is physically or mentally incapacitated or dead and the employee is the victim's spouse, parent, sibling, or legal guardian. Employees who are accountable for the crime are not eligible. Employers may require employees to provide certification prior to taking leave.
- **WASHINGTON Employees**: Washington requires employers to provide an employee who is the victim of domestic violence, sexual assault or stalking, or who has a family member (includes a child, spouse, parent, parent-in-law, grandparent or person with whom the employee has a dating relationship) who is a victim of such a crime, is entitled to take a *reasonable* amount of unpaid leave (includes intermittent and reduced leave) to: obtain legal or law enforcement assistance, seek medical treatment, obtain services from a domestic violence shelter, rape crisis center or other social services program, or participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety. Employees must provide advance notice if possible. The employer may require the employee provide verification of the need for leave. At the end of the leave, the employee must be reinstated to the same position or an equivalent position with equivalent pay, benefits and other terms and conditions of employment.
- **WASHINGTON D.C. Employees**: Washington D.C. requires employers to provide reasonable safety accommodations, including leave, for employees who are the victim or family member of a victim of domestic violence, a sexual offense or stalking when such accommodation is necessary to ensure that person's security and safety, unless providing the accommodation would impose an undue hardship on Trillium's business operations. A covered family member includes a spouse or domestic partner; the parents of a spouse; children, including foster children and grandchildren; spouses of children; parents; brothers and sisters; the spouses of brothers and sisters; a child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility; and a person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship.
- **WYOMING Employees**: Wyoming requires employers to provide leave to employees who are crime victims or family members of crime victims to respond to a subpoena or attend court proceedings. Family member includes minor children, an individual who is incompetent, or a homicide victim.

307 ~ Organ & Bone Marrow Donor Leaves

This policy applies to employees residing or working in the states of Arkansas, California, Hawaii, Illinois, Louisiana, Maine, Maryland, Minnesota, Oregon, South Carolina, and Wisconsin at the time the leave is needed.

Eligible employees may take unpaid leave as required by state law in a 12-month period for the purpose of serving as organ or bone marrow donors. Leave may only be taken for the period necessary to undergo and recover from the organ or bone marrow donation procedure.

In order to take leave under this policy, employees must provide Trillium with advance notice of the organ or bone marrow donation in a reasonable and practical manner. There is also an application for leave that must be completed by the employee. Employees must make reasonable efforts to schedule the donation procedure so that it does not unduly disrupt Trillium's operations subject to the approval of the organ or bone marrow recipient's health care provider.

Employees may substitute paid time off, if available under other Trillium policies to run concurrently with this policy, and any paid time will not extend the length of leave time available under this policy. If applicable, this leave will run concurrently with FMLA and/or any other applicable state law.

Trillium may require certification issued by a health care provider of either the employee or the organ or bone marrow recipient which indicates all the following:

1. The recipient has a serious health condition that necessitates an organ or bone marrow transplant;
2. The employee is eligible and has agreed to serve as an organ or bone marrow donor for the recipient; and
3. The amount of time expected to be necessary for the employee to recover from the donation procedure.

When the employee returns from the leave, Trillium will make every attempt to return the employee to the position he or she held immediately before going on leave, or an equivalent position, if one is available.

308 ~ Emergency Responders Leaves of Absence

This policy applies to employees residing or working in the states of Alabama, California, Colorado, Connecticut, Delaware, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Washington, West Virginia, and Wisconsin at the time the leave is needed.

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders, or ambulance drivers for a volunteer fire department, a public agency, or non-profit corporation [volunteer provider] are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

An employee who becomes a member of a volunteer provider and serves in a capacity outlined above must notify Trillium in writing within 30 days. Similarly, if an employee stops serving in a volunteer capacity, notice must be given to Trillium of the termination as soon as practicable.

An employee who is going to be late or absent from work due to an emergency which requires his/her voluntary service, must make every effort to notify Trillium of the absence due to the emergency. If prior notification is not possible, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service explaining why prior notification was not possible.

Immediately upon return to work, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that the employee was responding to an emergency and indicating the date and time of the response to the emergency.



400 ~ Personal Appearance & Protective Equipment

Please check with your Trillium office regarding the appropriate attire and/or personal protective equipment (PPE) that may be required at your assignment work location. Some of our clients may require uniforms to be worn or PPE such as safety glasses, gloves, work boots, steel-toed shoes, etc. You are expected to always show up to your assignment clean and well-groomed, wearing the appropriate work attire and PPE (if required for the assignment), and be alert, focused, and ready to work by your scheduled start time. You must always act in a professional manner and represent Trillium in a positive light to our clients and to your co-workers.

If uniforms or PPE are issued to you for any assignment, you are always expected to keep these items in good and safe working order. We realize that accidents happen but if you damage, misplace or need a replacement of any required PPE that was issued to you, you'll be expected to pay for those reissued items either directly or through payroll deduction. If the items were issued to you by Trillium, you may be asked to sign a payroll deduction form for the cost of the replacement items so that the cost can be deducted from your paycheck. If the client issued the uniforms directly to you, then you'll need to pay the cost directly to the client immediately as we cannot make payroll deductions for items we did not issue to you directly.

If you are not working at a client who requires uniforms, then understand that you need to adhere to the client's policy on attire and that in general, items such as flip flops, sweatpants, muscle shirts, spaghetti straps, shorts, and any items that are overly suggestive, provocative or revealing, are not allowed at work. If you look in the mirror and wonder or have doubts about whether you should wear a particular item, then you should probably change it before going to work. If you wear inappropriate items to work, you may be asked to go home and change your clothes (and your time away will be unpaid) and if the issue persists, you could be subject to discipline.

401 ~ Good Hygiene is Expected

As an employee, you should always practice good hygiene. It is important for you to make this a priority daily. You are representing Trillium when being placed on assignments and we also want you to avoid any unnecessary embarrassment. There are many good reasons for you to make this a priority:

- Bad hygiene may offend clients or co-workers making them less likely to want to work with you.
- Not washing or taking care of oneself properly increases the risk of illness to you and of spreading germs and disease to others.
- It is unpleasant for others to work with someone who has a hygiene issue.

Some examples of good hygiene include brushing teeth and using mouthwash, bathing regularly, washing hands before and after eating or after using the restroom, washing and brushing or combing hair regularly, keeping fingernails clean, and using antiperspirant or deodorant. Also, if you are sick, be sure to wash your hands often, avoid shaking hands with others, dispose of tissues appropriately, and cover your mouth when you cough or sneeze.

Also be aware that many people are very sensitive or even allergic to strong perfumes, hand creams, deodorants, or cologne and it can make for a very uncomfortable work environment for coworkers. Please refrain from wearing heavy fragrances while at work.

A few examples of bad hygiene include bad breath, wearing the same clothes multiple days without washing them in between, wearing soiled clothing to work, not wearing deodorant, not bathing or washing hair regularly, and not washing hands after using the restroom.

If you come across a co-worker with a hygiene issue, do not harass, embarrass, or make fun of that person or talk to other co-workers about that issue. Encourage that person in a caring manner to perhaps wash hands or shower more regularly or to use deodorant. If someone is wearing a heavy fragrance that is bothering you, explain nicely that it bothers you and ask the person if they would mind not wearing it during the workday. Think about how you would want to be treated if that conversation were ever to take place with you.

If you have an issue that makes it difficult to practice good hygiene, please let your Trillium branch office know. We understand that there could be underlying medical, religious, or cultural reasons for the hygiene issue and we'll do our best to offer support or accommodation whenever possible.



402 ~ Employee Conduct and Work Rules

We'd rather not have rules, but when it comes to offering the best possible work environment, we need to have some rules so employees know what they can and cannot do. Most of them should be common sense but listed below are some things that we think are bad things to do. Trillium expects employees to follow rules of conduct that will always protect the interests and safety of all employees and the organization.



It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and we each have the responsibility to treat others with respect.

The following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

1. Theft from Trillium, the client, or other employees, or inappropriate removal or possession of property.
2. Damaging or defacing the property of Trillium, a client or other employees.
3. Dishonesty, making untruthful statements, or withholding information relative to the hiring and assignment processes, work situations, investigations, or performance.
4. Falsification of any company records, no matter when discovered, including but not limited to your employment application, new hire or other employment documents, timekeeping records, sales or other activity reports, benefits forms, expense forms, reimbursement forms, mileage logs, etc. and other such similar documents. This also includes punching or not punching a time clock properly, allowing another to punch in or out for you, punching in or out for another employee or otherwise falsifying your own time records or those of other employees.
5. Fighting, hitting, threatening, intimidating, bullying, or getting into a physical dispute with another person or displaying insolent behavior or using abusive language.
6. Boisterous or disruptive activity in the workplace. Immoral, disruptive or indecent conduct on Trillium or client time or premises.
7. Violations of Trillium's Equal Employment Opportunity, Sexual and Other Unlawful Harassment and Harassment: What Are My Responsibilities policies.
8. Negligence, abuse, misuse, improper or unlawful conduct leading to damage of employer, client, or co-worker property or that results in an injury. This includes destruction of employer, client, or co-worker property and/or sabotage.
9. Gross negligence or other disrespectful conduct or refusing or failing to comply with a supervisor's or manager's instructions or directives.
10. Violation of health or safety rules and regulations or misuse of or failure to use safety equipment. This includes any deliberate, negligent, or careless conduct or horseplay which endangers the safety of yourself or any other individual.
11. Unauthorized use of telephones, computers, mail system, E-mail, or other Trillium-owned or client-owned equipment, hardware, or software.
12. Breach of confidentiality relating to Trillium, employee, client, or provider information or any unauthorized disclosure of business "secrets" or confidential information.
13. Violations of client E-mail or Internet policy.



14. Smoking or the use of other use of tobacco products as well as electronic cigarettes or related items are prohibited in unauthorized areas, including Trillium offices and premises and client offices, jobsites, vehicles and premises, except on break times in designated smoking areas.
15. Unsatisfactory performance or non-performance of job duties.
16. Unsatisfactory conduct directly or indirectly related to employment with Trillium and/or an assignment to a client.
17. Excessive absenteeism, tardiness, leaving early, or any absence without authorization.
18. Possession and/or control of any object or substance which a reasonable person would consider to be a weapon on Trillium or client premises or time. This includes, but is not limited to, dangerous or unauthorized materials, such as explosives or firearms, knives, bows and arrows, metal knuckles, pepper spray, mace or other similar substances, or tasers.
19. Unauthorized absence from workstation or worksite during the workday. Walking off the job or leaving the premises during working hours without permission. Failure to return from a meal or break period.
20. Concealing defective work or failing to report problems or damage to property or equipment.
21. Failure to provide notification to Trillium when using a prescription medication or any substance which may impair your ability to safely or efficiently perform your job.
22. Entering or leaving either Trillium-owned or client-owned property at unauthorized entrances or exits.
23. Disrupting or interfering with the work of other employees.
24. Reading non-work-related newspapers, books, magazines, Internet materials, or any unauthorized materials or media during work times.
25. Any action that is intended to harm relations between employees, or clients or vendors.
26. Posting, removing, or tampering with the bulletin boards or posted notices without authorization to do so.
27. Use of cameras on Trillium or client property and taking pictures without permission.
28. Recording telephone or other conversations with coworkers, managers, clients or third parties unless such recording has been approved in advance.
29. Violations of the *Trillium Computer and Internet Usage Policy* including improper usage of company-owned computers such as visiting or surfing illegal, non-business related, or inappropriate sites, password sharing, or using the computer during work hours to play games, buy and sell personal items, or visiting non-business related sites.
30. Misuse of any Trillium or client computer equipment including cell phones, software and/or hardware. This includes, but is not limited to, downloading or copying software that is not authorized by the Information Technology Department.
31. Conviction of a felony or conviction of any offense which results in imprisonment during your regularly scheduled work hours. Trillium isn't obligated to participate in a work release program.
32. Sleeping on the job.
33. Eating or drinking beverages in unauthorized areas.
34. Unauthorized use of your personal cell phone or other electronic devices during working hours, including but not limited to Internet browsing, texting, playing games, sending pictures, visiting social media sites, etc.



35. Insubordination consisting of a documented pattern of argumentative, disrespectful or disruptive words or actions.
36. Failure or refusal to follow instructions.
37. Behavior that is rude, condescending or otherwise socially unacceptable.
38. Discourtesy to a client, vendor, provider, or to the general public resulting in a complaint or loss of goodwill.
39. Failure to report any moving violations or vehicle accidents in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations.
40. Violations of Trillium's Drug or Alcohol Use policy.
41. Violations of any other policies or sections as described in this employee handbook and safety guideline.

Sometimes it becomes necessary to dismiss an employee because of the seriousness of an offense. Additionally, when we need time to investigate a situation, we may place an employee on a suspension, paid or unpaid, as we believe appropriate, for a maximum of ten (10) working days, absent unusual circumstances.

The list of employee conduct and work rules is a guideline and is not intended to be a complete and final list of all possible violations for which we may take disciplinary action up to and including termination of employment. The use of corrective action instead of termination means that we are trying our best to help an employee and to protect our investment in that person. It will not, in any way, affect our "at-will" employment relationship.

Employment with Trillium is entered at the mutual consent of both Trillium and the employee, and either party may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

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403 ~ Drug and Alcohol Use

It is Trillium's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, all employees are required to report to work alert and in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

While on Trillium or client premises and while conducting business-related activities off Trillium premises or work time, no employee may use, possess, distribute, sell, illicitly use or be under the influence of alcohol or any substance that would impair his/her ability to safely do his/her job or engage in the unlawful use, manufacturing, distribution, dispensation, or possession of illegal drugs. "Illegal drugs" includes drugs that are permitted by state law but are illegal under federal law.

The terms "use of" and "under the influence of" are defined for purposes of this policy as any detectable level of alcohol, unlawful drug, or controlled substance, enough to meet commercially accepted or government-established cutoff levels, and without regard to whether the alcohol, unlawful drug, or controlled substance was taken at or away from work.

Trillium may drug and/or alcohol test under these circumstances:

1. **As Part of the New Hire Process**
2. **Reasonable Suspicion**: Trillium reserves the right to require an employee to take a drug or alcohol test at any time the employee's behavior or other facts and circumstances give rise to a reasonable belief or suspicion that the employee is in violation of the policy. If an employee is believed to be in violation of this policy, the employee's activities will be monitored, and we may arrange to have him/her immediately tested for violations of this policy.
3. **Randomly**: A random selection of some employees may be completed unannounced.
4. **Upon the Occurrence of an Occupational Injury or Accident**: We work hard to provide a safe working environment. Since the use of drugs and alcohol is a leading cause of work-related injuries and accidents and in the interest of identifying the cause of all workplace injuries and accidents, we reserve the right to require drug and/or alcohol testing of any employee who is involved in an accident that is severe enough to cause injury to the employee, or another individual, or which results in property damage. Testing may also be required for any reported incident on a case-by-case basis regardless of whether medical treatment is required. Employees have an obligation to immediately report all work-related injuries. Any employee who fails to report a work-related injury at the time of the incident will be disciplined and risks having Trillium dispute the payment of any related Worker's Compensation claim.

Employees who test positive, refuse or fail to test, or admit to current substance abuse will be subject to termination. The results of all drug testing will be treated confidentially and used only for the purpose of making employment-related decisions.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. You must provide notification to your Trillium representative when using prescription medication that may impair your ability to safely and efficiently perform your job.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their Trillium representative, Human Resources, or our Risk Manager to receive assistance or referrals to appropriate resources in the community.

Of special note for field staff employees working in driver positions for our Trillium Driver Solutions division who are subject to the Federal Motor Carrier Safety Administration "FMCSA" regulations, you should also review the current *Alcohol & Substance Abuse Policy Statement of Purpose and Policy* which is a part of the new hire onboarding documents you completed as a new hire. This policy contains more detailed information regarding prohibited substances along with driver applicant and current driver testing standards as they related to federally regulated driving positions.



Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request, prior to the initiation of the process for the employee to be tested, approval to take unpaid time off to participate in a rehabilitation or treatment program at his or her own expense.

An unpaid leave may be granted if the leave will not cause Trillium any undue hardship and if the employee agrees to abstain from use of the problem substance and abide by all Trillium policies, rules, and prohibitions relating to conduct in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work under a government contract or grant must notify Trillium of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with a Trillium Representative, Human Resources, or Risk Manager without fear of reprisal.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. You should be aware that such violations may also have legal or criminal consequences. Employees may not be eligible for employment if they test positive on a drug and/or alcohol screen.

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404 ~ Policy Against Workplace Bullying

Trillium is also committed to providing a safe and healthy work environment for all employees. As such, Trillium prohibits bullying of any kind and will deal with complaints promptly. This applies to all employees while working, at work functions, and while traveling on business.

Bullying is generally defined as repeated unwelcome or unreasonable behavior carried out by an individual or a group of individuals that demeans, intimidates, degrades, undermines, humiliates or creates a risk to the health or safety of an individual or a group of individuals. Bullying is deliberate behavior where the bully wants to hurt someone physically or otherwise.

Why might someone bully another person? Bullying often involves an abuse or misuse of power and can be an isolated event or persistent incidents. It can be carried out by a group or an individual; it can be direct or indirect, verbal or physical or mental abuse. Bullies often use a position of power or physical dominance over other people they perceive as vulnerable to intimidate and control them. Bullies may also put down others to boost their own self-esteem and confidence to help deal with personal feelings of inadequacy. An individual or group may become the focus of workplace bullying because others perceive them as being different. Some people bully or undermine others because the target or victim is perceived as a personal threat or a threat to the bully's position within the workplace.



Some examples of bullying include, but are not limited to, using abusive or offensive language, unwelcome behavior, unreasonable insults or criticism (especially in public), teasing or spreading rumors, trivializing of work or achievements, and exclusion or isolation.

	Could this example be considered bullying?	YES or NO?
1.	An employee uses his physical size and anger to routinely intimidate coworkers.	YES.
2.	An employee is always undermining a coworker and deliberately tries to sabotage her work.	YES.
3.	An employee spreads rumors and malicious gossip about a coworker.	YES. Spreading rumors and malicious gossip about a coworker is a way of undermining the person and belittling him in the eyes of others and is therefore a form of bullying.
4.	A supervisor frequently sets unrealistic deadlines or assigns extraordinarily heavy workloads for one employee then criticizes the worker when she fails to achieve the goal.	YES. Supervisors can be bullies too. Repeatedly singling out one employee and setting this person up for failure is another form of bullying.
5.	A supervisor critiques an employee's work performance and ultimately disciplines the employee because of his poor performance.	NO. Supervisors have the right, in a non-discriminatory way, to manage the employees they supervise, and may need to tell them what to do or stop doing.
6.	An employee deliberately withholds vital information about a project from a coworker so that the coworker will fail and look bad to the supervisor.	YES. The coworker has been undercut, embarrassed, and made to look bad in the eyes of management or other employees.
7.	An employee purposely gives a coworker inaccurate figures or other misleading information about a project so that the coworker will fail.	YES. The coworker has been undermined, embarrassed, and made to look bad in the eyes of management or other employees.
8.	A male employee intimidates females in general.	YES. Targets may often share some common characteristics such as race, gender, ethnic origin, age, sexual preference, or some other form of diversity. Bullies may focus on this difference and use it to socially exclude and isolate the individual from the rest of the work group.

Bullying can have devastating results. It can create feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work. It shapes the way that everyone, bullies, victims, and bystanders alike, view a work environment. You need to know that workplace bullying will not be tolerated.

405 ~ Bullying: What Are My Responsibilities?

1. **Much like with harassment, recognize bullying when it happens.** Understand that it is not your fault and does not “*come with the job*,” you do not have to endure it. Workplace bullying will not be tolerated.
2. **If you are bullied, tell the bully to STOP and let him/her know that you find the behavior offensive.** If you don’t stop bullying when it starts, it usually spreads.
3. **If you see it happening to someone else, stand up to the bully and tell him or her to STOP.** Offer support to the victim and encourage him or her to do the same.
4. **Don’t keep it to yourself.** If the bullying continues after you’ve said “*Stop*”, report it, *in writing*, to your Trillium representative. If you are not comfortable reporting it to your Trillium representative, report it to your next level manager or to Human Resources right away. In all cases you must report it in writing to Trillium.
5. **Report incidents and cooperate in investigations of bullying and help to promote and maintain a comfortable, productive work environment always.** Provide any information you might have about the incident and do your part to make the investigation run smoothly and move quickly toward a resolution.



406 ~ Workplace Violence Prevention & Response

Trillium is strongly committed to providing a safe workplace for its employees and preventing workplace violence. As is true in all other aspects of their lives, you need to be aware of your surroundings and the potentially dangerous behavior of those around you at work. We do not expect you to be an expert in psychology or to subdue a threatening or violent individual. In fact, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent person unless there are no other options available. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

What Is Workplace Violence?

Workplace violence ranges from offensive or threatening language to homicide in the workplace or while employees are working, by a Trillium or client employee, a visitor to a workplace, an employee’s family member or acquaintance, or any other person. It includes:

- Disruptive behavior - disturbing, interfering with, or preventing normal work functions or activities.
- Threatening behavior - includes physical or other actions short of actual contact/injury.
- Violent behavior - includes any physical contact or assault to a person or property, with or without weapons.

Harassment and bullying are other forms of workplace violence and is described in other sections of this handbook. Disruptive behavior, threatening behavior or words, bullying and actual acts of violence will not be tolerated.

Warning Signs of Threatened or Potential Workplace Violence

- Verbal, nonverbal or written expressions of anger and frustration
- Threats or intimidation
- Externalization of blame or feelings of being victimized
- Unwanted romantic or sexual obsession
- Unusually erratic behavior
- Irrational beliefs and ideas
- Productivity and/or attendance problems
- Fear reaction among coworkers/clients (other employees displaying a fear of a peer)
- Inability to take constructive criticism



- Violence toward animals or inanimate objects
- Stealing or sabotaging projects or equipment
- Lack of concern for the safety of others
- Body language such as threatening gestures
- Drastic changes in appearance
- Signs of drug or alcohol abuse
- Brandishing a weapon
- Talking about the inappropriate use of weapons

Reporting Threatened or Potential Violence

If you become aware of anyone in the workplace (co-worker, client employee, visitor, stranger, etc.) who is displaying bullying, threatening or potentially violent behavior, that behavior must be reported immediately to your Trillium representative, another Trillium representative or manager, a client supervisor or manager, to Human Resources or to a member of the Trillium Workplace Response Team.

All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subject to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith. If Trillium determines that someone has violated this policy, it will take swift and appropriate corrective action.

Calling for Help

If there is any indication of imminent violence, including the presence of a gun, knife or any other weapon, **CALL 9-1-1 IMMEDIATELY** or have someone else immediately call it if you are unable to. Err on the side of safety. The police should be called if an individual:

- Makes threats of physical harm toward himself or others;
- Has a weapon or says he has a weapon; or
- Behaves in a way that causes anyone to fear for his, her or another person's safety.
- The police will often ask for a description and identifying information such as name, date of birth, driver's license number, address, phone numbers, etc. Be ready to provide that information to them.

Notification of Protective Orders, Restraining Orders and Outside Threats

You must promptly inform your supervisor or Trillium representative of any Protective or Restraining Order that you have obtained that lists your workplace as a protected area or that bars the restrained person from being near you regardless of where you are.

Criminal and Domestic Violence Victim Leaves by State

Many states provide for specific leaves of absence to victims of criminal or domestic violence. Please see the handbook section on this topic for more information.

Media Inquiries

Any media contact received about a workplace violence situation should be immediately forwarded to the relevant Divisional or Regional Vice President and Trillium legal counsel for response. Either the DVP/RVP or Trillium legal counsel will respond directly to the inquiring media person(s) after consulting with the local branch and client (if any) involved and with members of the WRT as appropriate.

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407 ~ Weapons Are Not Allowed in the Workplace

We want everyone to be and feel safe while at work. You need to know that Trillium prohibits the possession of firearms or any other lethal weapon on any work location, company property, in a vehicle being used on company business, in a company-owned or leased parking facility, or at a work-related function. Some examples of prohibited weapons include, but are not limited to:

- Firearms (pistols, revolvers, shotguns, rifles, bb guns, and the like)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Pepper spray, mace, or other similar substances
- Tasers
- Explosives

We prohibit weapons to ensure the safety and security of all employees and persons visiting the company or working at any other location. Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment. It should be noted that Trillium adheres to the various state laws concerning the lawful use and storage of concealed weapons.

408 ~ Inspections

In order to promote an environment free of drugs, alcohol and violence, all employees are subject to an inspection of their persons, property, packages and personal vehicles while on Trillium or client property. This includes searches of lockers, vehicles, desks, cabinets, workstations, packages, handbags and boxes.

409 ~ Safe Driving

Employees are not authorized to drive any vehicle as part of their job duties without prior approval from Trillium and permission from the client. Any employee authorized to drive as part of their job duties must possess a current, valid driver's license or in the case of driving certain regulated vehicles, the appropriate Commercial Driver's License. They are also required to have an acceptable driving record. Any change in license status must be immediately reported to your Trillium representative. A valid, current license must always be in the possession of an employee while driving.

When driving on the job, an employee must drive safely and obey all traffic, vehicle safety and parking laws and regulations.

410 ~ Personal Cell Phone Use During Work Hours

It is generally unacceptable to use your personal cell phone for personal activities such as making/receiving personal calls, texting, surfing the Internet, shopping, banking, etc. during work hours. Additionally, some clients may have specific rules against any personal cell phone use on the jobsite which you are always expected to follow. You are welcome to use your personal cell phone during your designated lunch and break times in areas designated by our clients if the client doesn't prohibit this activity.

If you need to make a personal call or send a text message during work hours that cannot wait for a designated break time, then you are expected to get permission from your client supervisor or Trillium representative before engaging in personal cell phone usage during the workday.

It's important to note that you do not need to ask for permission before calling 9-1-1 in an emergency. If you do call for emergency services, be sure to let your client supervisor and Trillium representative know right away that you made the call and your reasons for the call so that they are put on notice and can take further precautions or actions if needed.



411 ~ No Hand-Held Phone Use & Texting While Driving

This policy has been put in place to meet the requirements of the federal law surrounding the ban of hand-held phone use and texting while driving for commercial motor vehicle drivers and came into play when the U.S. Transportation Secretary instituted a final rule specifically prohibiting interstate truck and bus drivers from using hand-held cell phones while operating their vehicles which became effective 1/3/2012. The joint rule from the Federal Motor Carrier Safety Administration (FMCSA) and the Pipeline and Hazardous Materials Safety Administration (PHMSA) was an action by the U.S. Department of Transportation to end distracted driving.

The final rule prohibits commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. At the time of the writing of this handbook, drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Commercial truck and bus companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000.



This rule also provides that interstate Commercial Motor Vehicle (CMV) drivers found to have used hand-held mobile telephone and commercial driver's license holders committing two or more serious traffic violations of state or local laws or ordinances on motor vehicle traffic control, including a hand-held mobile telephone, will be disqualified from operating commercial motor vehicles.

Please note, at the time of this writing, drivers may use a "compliant mobile telephone" such as a hands-free model, while driving. FMCSA research shows that using a hand-held cell phone while driving requires a commercial driver to take several risky steps beyond what is required for using a hands-free mobile phone, including searching and reaching for the phone. Commercial drivers reaching for an object, such as a cell phone, are three times more likely to be involved in a crash or other safety-critical event. Dialing a hand-held cell phone makes it six times more likely that commercial drivers will be involved in a crash or other safety-critical event.

In September 2010, FMCSA also issued a regulation banning text messaging while operating a commercial truck or bus and PHMSA followed with a companion regulation in February 2011, banning texting by intrastate hazardous materials drivers.

Trillium has put this policy in place to meet the federal regulations described above and you are always expected to follow this policy if you are serving in a position as a commercial driver.

Commercial motor vehicle drivers for Trillium, including buses and trucks on interstate and/or intrastate routes, are expected to comply with this law at all times, and as such, may not use hand-held telephones or mobile devices, nor may they engage in texting while driving and/or while the vehicle is moving. This includes using at least one hand to hold a mobile telephone to conduct a voice communication. You may not use a handheld device while stopped at a traffic light or when traffic is at a standstill. If you absolutely need to use a handheld device while driving, pull off the road in a safe place and park the vehicle first.

Trillium Drivers may use hand-held mobile devices to send or receive calls and/or text messages only when the vehicle is stopped and not moving.

If a driver is fined for violations of this law or any other law, the fine is the sole responsibility of the driver. Trillium will not cover the cost of the fine. In addition, violations of this or any other law will subject the driver to discipline, up to and including termination of employment.



412 ~ Media Inquiries

On extremely rare occasions, you may be contacted by someone in the media who is seeking information from Trillium for a story. All such inquiries are to be referred to the Division or Regional Vice President, the CEO, CFO or Vice President of Human Resources, or Trillium's legal counsel. Only these persons are authorized to make public statements on behalf of Trillium.

Any media contact received about a workplace violence situation should be immediately forwarded to the relevant Divisional or Regional Vice President and Trillium legal counsel for response. Either the DVP/RVP or Trillium legal counsel will respond directly to the inquiring media person(s) after consulting with the local branch and client (if any) involved and with members of the WRT as appropriate. The only people authorized to comment on behalf of Trillium are the Divisional or Regional Vice President and Trillium's legal counsel.

413 ~ Other Employee Responsibilities



Trillium must provide great service to its clients and you are a big part of that. The ability for Trillium to provide future work assignments to you is directly affected by how well you perform on the job to service our clients while on assignments and how well you adhere to our policies and those of our clients. Many of these items below are described in other sections of this handbook, but we felt them to be important enough that we are also mentioning them in this section for you.

As an employee, it's important for you to understand that:

1. Trillium is your employer, not our clients. Employment with Trillium is voluntarily entered and you, as the employee, are free to resign at will at any time with or without cause. Similarly, Trillium may terminate the employment relationship at will at any time with or without cause.
2. Assignments may differ in terms of duties, duration, work hours, skills, and pay rates.
3. While on assignment you'll be asked to accurately record your working hours on a timesheet, timeslip, or some other record-keeping method or you may punch in and out on a timeclock at a client site. In order to be paid properly and timely, the time record must be accurately completed, signed by you, and approved by the client. If we do not receive a properly executed time record for you on a weekly basis by the payroll cutoff time, it may result in a delay in your pay until a subsequent pay week. Your branch office can explain the time recordkeeping rules for your assignment and work location.
4. You must report to your assignment by the scheduled start time, in proper attire and with the proper Personal Protective Equipment (PPE), as described previously in the handbook, and you are expected to be courteous and professional until the assignment is completed.
5. If you are unable to work or you know that you'll be late for work, you must notify Trillium and your client supervisor at least two (2) hours prior to the start of your shift. If you are unable to work for more than one day, you must notify Trillium each day you are absent at least two hours prior to the scheduled start of your workday. Absences may result in discipline.
6. If you are injured, you must notify Trillium and your client supervisor of the incident immediately. You will be required to complete an incident statement. Any violation of this requirement can lead to a denial of any payment of worker's compensation claims for your injury.

7. If your assignment ends, you must notify Trillium as soon as possible, but no later than seven (7) days after your assignment has ended. Failure to notify Trillium in a timely manner will be considered a voluntary quit and may affect your eligibility to collect unemployment benefits. Be aware that the notice requirements for unemployment benefits do vary by individual state law so notifying Trillium sooner rather than later is encouraged and may be to your benefit.
8. If you are in between assignments, many of our branches have weekly or bi-weekly call-in procedures for you to report your availability for work. Check with your branch office location for the specific procedure in that work location.
9. You will keep any information about clients and confidential financial data or other non-public proprietary information and trade secrets of Trillium or its clients in the strictest of confidence. You may not discuss or share any such or similar information in any manner-with any individual who is not expressly authorized to have that information. In certain assignments or situations, you may be asked to sign and abide by a confidentiality agreement or some such other similar document.
10. Whether you have positive comments, concerns or complaints about your assignment, we want to know about them right away. Do not discuss these things with our clients as Trillium is your employer of record, not the client.
11. If the client asks you to do something that doesn't seem to be a part of your normal assignment functions as you understand them or if you are asked to do anything that causes you to have a safety concern, stop the work and notify Trillium right away.
12. You must immediately notify Trillium if the client asks you to drive a company vehicle or your personal vehicle during a workday and you've not been placed on an assignment that requires driving, before you get behind the wheel. Trillium must authorize any driving activities requested by the client before driving is allowed and you need to understand that you may be required to provide proof of a valid driver's license and submit to a Motor Vehicle Report as proof of your eligibility to drive before you may receive authorization to drive.
13. Your safety is very important to Trillium. You must comply with all safety rules, regulations, and procedures that you are made aware of or receive training for. Please review the Trillium Safety Guidelines below and ask if you have any safety-related questions.
14. Trillium offers a Transitional Return-to-Work and/or a Light Duty Program. If you are injured on the job, you may be required to participate in the program as soon as you are medically allowed. Failure to participate in a program as required may result in ineligibility for worker's compensation payments.

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Trillium Safety Guidelines



500 ~ Key Things You Need to Know About Safety at Work

This section of our Employee Handbook and Safety Guideline is intended as a training tool and a reminder of your safety responsibilities as a Trillium employee. Safety isn't something separate from the job; working safely is how we do our job. At Trillium, we take our commitment to safety very seriously, and we expect you to do the same.

You need to understand that working safely always is a condition of employment. It is important for you to know that willful or repeated unsafe actions risking your safety, or the safety or property of others may be grounds for termination. Safety is too important to allow unsafe work habits or practices to happen.

Ask yourself these questions **BEFORE** starting a new job task:

1. Do I understand this task?
2. Am I aware of the hazards involved in this task?
3. Do I have the proper personal protective equipment (PPE) required to complete this task and do I know how to use it?
4. Can I accomplish this task safely?

If you cannot answer 'yes' to all these questions, **STOP**, and contact your client Supervisor and your Trillium representative immediately. No job is so important that it can't be completed safely.

Following are some general safety guidelines and tips you need to know and understand. Additional guidelines and instructions may come from the client, depending on your work assignment.

WORK PROCEDURES

- ✓ ALWAYS learn the proper procedure before starting any new job task. Even if you think you know how to do a job, be sure to listen to the instructions from your Client Supervisor in order to reduce the risk of dangerous, costly, or time-consuming mistakes.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Before you are assigned to a job, you will be informed of the Personal Protective Equipment or PPE that is required for that job. You must ALWAYS wear the PPE as required. PPE is designed to keep you safe at work. Some examples of PPE you may be required to wear include:

Gloves:	Protect your hands from lacerations or burns and your skin from chemical exposure.
Eye Protection:	<i>Safety glasses</i> are designed to protect you from ordinary dust and other light hazards. <i>Goggles</i> protect you from chemical splash or heavy dust. <i>Face shields</i> protect you from flying or hot material. <i>Welders' goggles and shades</i> are designed to protect your eyes from painful welding burns.
Hearing Protection:	Earplugs or earmuffs are to protect your hearing from excessive or constant noise.
Respirators:	Provide you protection from overexposure to high levels of dust, fumes, or chemical vapors.
Safety Shoes:	Protect your feet from objects that may fall, roll, or move.
Hard Hats:	Protect your head from objects that may fall or swing.

Depending on the hazards involved, another PPE may be required by the client company. Be sure to ask your Client Supervisor or Trillium if you have any questions about the required PPE or how to wear or maintain it. You can find more information about PPE in the Employee Handbook section titled *Personal Appearance and Protective Equipment*.

TOOLS AND EQUIPMENT

- ✓ DO NOT use any tools or equipment that you are not familiar with or that you have not been properly trained on by your Client Supervisor. Always assume personal responsibility when using tools or equipment and ask questions if you are not sure on how to properly use a tool or equipment.
- ✓ DO NOT use any tools or equipment without first inspecting the power cord and plug to ensure they are in good shape and free from cuts, cracks, and exposed wires.
- ✓ Vehicles, tools and equipment used in performing job duties can present safety hazards if they are damaged, defective or in need of repair or maintenance. You must promptly report any damage, defects and repair or maintenance needs in order to prevent accidents and injuries as well as damage to the vehicles, tools and equipment.

LOCKOUT / TAGOUT

- ✓ Some machines may need to be de-energized for repair and/or maintenance. In these situations, the equipment may be marked by a Lockout or Tagout Notification.
- ✓ DO NOT attempt to unjam or perform maintenance on any equipment unless you have been trained and authorized by the client to do so.
- ✓ The only person allowed to remove a lock or tag from a power supply is the person who applied the lock and who is authorized and trained in Lockout/Tagout procedures.
- ✓ If you have been trained and authorized to perform maintenance on any equipment with multiple power sources, the client will have a specific Lockout/Tagout procedure for that piece of equipment. This procedure must be followed every time.
- ✓ If you have any questions on Lockout/Tagout, contact your Client Supervisor or Trillium immediately.



CHEMICALS IN THE WORKPLACE

- ✓ DO NOT handle or use any chemicals or other hazardous materials unless you have been fully informed of the chemical's hazardous characteristics and how to work with them safely. You should know the procedures for safe use and handling of the chemical, proper storage, disposal, personal protective equipment (PPE) required, and first aid procedures in the event of a spill or incident.
- ✓ Be sure to review the additional safety guideline sections titled *Hazardous Chemicals in the Workplace* and *Hazard Communication: Globally Harmonized System (GHS) and Safety Data Sheets (SDS)* for more information on this topic.

SAFE LIFTING

Practicing safe lifting is one the best things you can do to prevent serious injury both on and off the job. Thousands of preventable back injuries occur each year due to unnecessary or improper lifting. You may receive additional training on safe lifting procedures, but you should always keep these things in mind:

- ✓ Don't lift a heavy object if there is another way to accomplish the task available to you such as using a pallet jack or forklift.
- ✓ If the item is too heavy, don't lift it yourself and ask for help.



When you lift an object that can be handled safely, use the following lift method:

- ✓ Keep the object to be lifted in your "Power Zone" which is the area between your knees and your shoulders. Your chance of injury is much lower when you lift and carry an object in your Power Zone.
- ✓ Do this by squatting down when you pick something off the floor, lifting the objects that are elevated off the floor, and not over-stacking objects, which can result in injury to your back or shoulders.
- ✓ Place your feet close to the object and about shoulder's width apart.
- ✓ Get a firm grip on the object.
- ✓ Bring it close to your body and stand up.
- ✓ Never twist while lifting.

When carrying the object:

- ✓ Avoid stretching or reaching.
- ✓ Make sure that you can clearly see where you are going.
- ✓ Never carry heavy items up or down staircases.

Remember, you only have one back. Do everything you can to protect it.

LADDERS



Another area worth mentioning has to do with ladder safety. Always make sure that if you are in a position that requires the use of a ladder, that you always inspect it first to make sure it does not have bent or dented rails, loose or missing rungs, or any other damage. Also be sure to inspect the weight restrictions on the ladder to ensure that it can support your weight. If it cannot, then do not use it. Never use boxes, chairs, or other makeshift platforms in place of a ladder and be sure never to place a ladder near electricity.

If you determine that the ladder is safe to use, always face the ladder and use the handrails when climbing or descending. Never carry tools or other items up or down a ladder and never stand on the top rung or any rung as prohibited by a safety label on the ladder itself.

FALL PROTECTION & PREVENTION

Fall protection must always be used when walking and/or performing work six (6) feet or more above a lower level. There are three types of conventional fall protection systems. They are guardrails, safety nets, and personal fall arrest systems and components. These systems and components will be put in place by the client and must be installed and used in compliance with OSHA 1926 Construction Standards. Although the client will



provide specific instruction on their equipment and procedures, you should assume personal responsibility to be informed of proper work procedures when walking or working six feet or more above a lower level. If you are unsure of these procedures or the required fall protection equipment, stop work, and notify your client supervisor or Trillium immediately.

CONFINED SPACE

Confined space entry is a critical topic to be covered by specific procedures and training developed by the Client. Unless you are authorized by Trillium and receive specific training from the Client, never enter any confined space such as a manhole, pit, or large tank. Never climb into or enter any ceiling or mechanical tunnel and never enter any trench or excavation area.

FIRST AID

Be sure that you always know the location of the first aid kits and if there is anyone who is responsible and qualified to perform first aid if necessary.

Never treat an open or bleeding wound or allow others to treat your wounds unless trained and without first wearing latex or rubber gloves and other PPE as needed, and fully understanding the risks associated with blood-borne pathogens. Practice universal precautions by assuming all blood and bodily fluids to be contaminated.

EMERGENCY SITUATIONS

You must know the location of the emergency exits and severe weather shelter nearest to you on every assignment. Your Client Supervisor will instruct you if there is a need to evacuate the building or take shelter. If an evacuation is called, be sure to leave the building quickly, but in a calm and quiet manner. Go directly to the designated meeting area and stay clear of the emergency. If you need to take shelter, follow the same rules and remain in the shelter area until the “all clear” is communicated to you.

FIRE PREVENTION

Fire prevention is also very important. Make sure you do not create a fire hazard. Smoke only if permitted and only in designated areas. Be sure to keep paper and other flammable products to a minimum in your work areas. In the event of a fire, leave the area immediately and notify your Client Supervisor. Do not attempt to put out the fire.

FORKLIFTS

NEVER operate a forklift unless you are trained and authorized by the Client or Trillium to do so. If you are working around forklifts, make sure the forklift driver knows where you are, and you remain aware of where the forklift is. Pedestrians do have the right of way, but it's always best to remain aware and to ensure your own safety.

DRIVER SAFETY CONCERNS

There are also safety concerns that are common in the trucking industry so if you are a driver, you need to be aware of these. Slips and falls are the most common injuries for drivers and can be caused by jumping from the cab or trailer and poor housekeeping or walking surfaces. Avoid injury by paying attention and not letting things around you distract you from what you are doing.

I HAVE QUESTIONS

Remember that your Client Supervisor and Trillium Representative will always be available to answer any questions and to listen to any concerns you may have. Please let us know any time you need our help.



501 ~ Safety: What If I Get Hurt at Work?

Hopefully this won't ever happen, but if it does, **you must report the accident to your client supervisor and Trillium branch office immediately, no matter how minor.** Once the injury is reported, you will be asked to complete an incident statement and we will begin the accident investigation process. Trillium will then assign your claim to an Injury Counselor who will work with you to ensure that you receive the best possible care, answer any questions you may have about the workers' compensation process, and help to get you back to work as soon as possible. If your Trillium branch office is closed, please call and leave a message to report the injury immediately and follow up with a phone call the next business day.

You will need to call Trillium's "nurse hotline". The nurse will gather some information and direct you to medical care if needed. If there is a medical emergency, any necessary medical care will be coordinated by your client supervisor.

Your Injury Counselor will contact you within 24 hours to ensure you have begun receiving the treatment you need, answer any questions you may have, and discuss the steps for moving forward on your claim. Please make sure that we have the correct contact information on file for you.

After our accident investigation is complete and we accept your claim under workers' compensation, we will pay reasonable medical and other expenses that are related to your work injury.

502 ~ I'm Injured: What Are My Responsibilities?

1. Report any injury to your client supervisor and Trillium branch office immediately, no matter how minor.
2. Call the "nurse hotline" number on the wallet card you were provided.
 - a. Please note this service is not available in Ohio or Washington.
3. Complete an incident statement timely and cooperate with our investigation of the accident and situation.
4. Keep your medical appointments and follow the doctor's instructions.
5. Report to work as required. You may be placed in a temporary, transitional position.
6. Submit any bills or notes from the doctor.
7. Keep in contact with your Injury Counselor.



If the doctor says you cannot work or a transition position is not available, you may qualify for temporary disability benefits. Each state has a waiting period which means that you must be off work for a specified period before you begin receiving payment of these benefits. Like everything in life, there are always variables. We assure you that we will either answer your questions or get you to someone who can.

503 ~ Industrial Equipment or Motor Vehicle Accidents on the Job

If you are involved in any industrial equipment or motor vehicle accident, including a commercial motor vehicle, while on an assignment, it must be reported to your client supervisor and Trillium representative as soon as it is safe to do so. Any additional steps for you to follow will be communicated to you at that time.

504 ~ Hazardous Chemicals in the Workplace

Because you might be assigned to a client that uses, distributes, or produces chemicals, the Occupational Safety and Health Administration (OSHA) requires that you are aware of the following information. The Hazard Communication Standard is designed to protect you and your fellow employees from exposure to hazardous chemicals in your workplace. Clients of Trillium that use, distribute, or produce chemicals are required to do the following:

- Develop a written Hazard Communication Plan that is to be made available to all employees, including temporary employees. Your on-site supervisor will assist you in reviewing the plan, should you so choose.
- Prepare or obtain a Safety Data Sheet (SDS) for each chemical found in the workplace. The SDS contains information as outlined in the section below and is to be made readily accessible to all employees at the worksite, including temporary employees.
- Properly label all hazardous chemical containers with either words or the appropriate hazardous chemical symbol.
- All employees, including temporary employees, who might become exposed to hazardous chemicals must be trained on the following:
 - Location and availability of the Hazard Communication Plan and SDSs for chemicals on the site.
 - How to detect the presence of hazardous chemicals.
 - Potential health hazards of the chemicals.
 - Potential physical hazards of the chemicals (flammable, corrosive, etc.).
 - Client's labeling system.
 - Protective measures to prevent exposure (gloves, goggles, etc.).
 - Emergency procedures to follow in case exposure occurs.

Trillium is concerned about your safety. If you have any questions or concerns, please contact your branch office and we will be happy to assist you.

505 ~ Hazard Communication: Globally Harmonized System (GHS) & Safety Data Sheets (SDS)

If your job requires you to work with or around chemicals, you need to be familiar with this information. The Hazard Communication Standard is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals or GHS. The goal of the GHS is to make the workplace safer for workers by providing easy to understand information on appropriate handling and safe use of hazardous chemicals.

SDSs are in a standardized 16-section format. The SDS for any chemicals you will work with will be on file and available at the work location. The following information will be on all SDSs.

- **Section 1. Identification:** This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.
- **Section 2. Hazard(s) Identification:** This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.
- **Section 3. Composition/Information on Ingredients:** This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

- **Section 4. First-Aid Measures:** This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.
- **Section 5. Fire-Fighting Measures:** This section provides recommendations for fighting a fire caused by the chemical.
- **Section 6. Accidental Release Measures:** This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.
- **Section 7. Handling and Storage:** This section provides guidance on the safe handling practices and conditions for safe storage of chemicals.
- **Section 8. Exposure Controls/Personal Protection:** This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure.
- **Section 9. Physical and Chemical Properties:** This section identifies physical and chemical properties associated with the substance or mixture.
- **Section 10. Stability and Reactivity:** This section describes the reactivity hazards of the chemical and the chemical stability information.
- **Section 11. Toxicological Information:** This section identifies toxicological and health effects information or indicates that such data are not available.
- **Section 12. Ecological Information (non-mandatory):** This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.
- **Section 13. Disposal Considerations (non-mandatory):** This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.
- **Section 14. Transport Information:** This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.
- **Section 15. Regulatory Information (non-mandatory):** This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.
- **Section 16. Other Information:** This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. Other useful information also may be included here.

Labels: OSHA's required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated nine pictograms under this standard for application to a hazard category.

You will receive additional training, as appropriate, including information on chemical hazards and precautions at the client location or your worksite location. Remember to always read labels, follow instructions and wear any required personal protective equipment. If you have any questions about the chemicals you are working with, you don't feel you've been properly trained, or you don't have the proper personal protective equipment, stop and ask your Client Supervisor or contact your Trillium Representative right away.

506 ~ Employee Safety Checklist

In your new job assignment, it is important you are trained to do your job safely and made aware of specific job hazards. As listed below, specific training and instruction will be given at the worksite on equipment, safety rules, and safe work procedures as appropriate for the position or job assignment you are placed on. **If any of these items listed below do not occur or you have any questions, then you need to contact your on-site Supervisor or Trillium representative immediately.**

1. Before your assignment you will be told what Personal Protective Equipment (PPE) is required on the job, where to go to obtain it, and how to use it properly.
2. You need to understand that under the Occupational Safety and Health Act (OSHA) you cannot remove or bypass guards or safety devices on machinery.
3. It is your right to work in an environment free from recognized hazards.
4. You will be instructed on appropriate clothing or attire to wear to work. Long sleeves, baggy pant legs, ties, coats, rings, jewelry and unprotected long hair may be dangerous around machinery and should not be worn.
5. You will be trained on the proper use of equipment and tools that you will be using on the job. If you are unsure about the proper use of any tool or equipment or you are given any defective tool or equipment, you must stop work and contact your Client supervisor or Trillium immediately.
6. You must understand how to lift properly and seek help or use a material-handling device for loads that are too large or heavy.
7. You must understand what “lockout/tagout” means for equipment or machinery that is under repair or service and you must observe and adhere to required lockout/tagout procedures. You may not be involved in locking out equipment unless you are authorized and receive thorough training on the Client’s lockout/tagout procedures.
8. You may not repair or adjust equipment or machinery unless you are trained or authorized to do so.
9. You must always follow housekeeping rules and procedures.
10. You must be informed of the Client’s Hazard Communication Plan regarding any chemicals or toxic substances you may be exposed to while on the job.
11. You will be trained on emergency procedures, evacuation routes, and where fire exits are located at your work locations.
12. You must contact your Supervisor immediately if there is a chemical spill.
13. You must report “near-miss” incidents and any injury (no matter how minor) to your Supervisor and Trillium branch office representative immediately.
14. You will be instructed on how to handle a situation if any unsafe condition arises on the job or if you are requested to perform a job that you are not qualified or trained for.
15. You are required to view Trillium’s Safety and New Hire Orientation Video and read this Employee Handbook and Safety Guidelines.
16. You must follow any client safety policies and procedures not listed here. Always stop and ask if you are unsure how to complete any task safely.
17. You must work safely every day and take care of yourself and others because your family and friends need you.





Employee Handbook and Safety Guidelines Acknowledgment for Field Employees Working in Midwest Construction Services, Inc.

The Employee Handbook & Safety Guideline describes important information about Trillium. I understand that I may request a hard copy or electronic copy of the handbook as well as access it online through Trillium’s online employee web portal at any time. I acknowledge that I am responsible for reading and understanding the contents of the Employee Handbook & Safety Guideline. I understand that I should consult my Manager, Supervisor, or Human Resources regarding any questions not answered in the employee handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Any change to this handbook must be in writing and signed by the CEO or President of Midwest Construction Services, Inc. or the Head of Human Resources.

I have entered into my employment relationship with Trillium voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Trillium can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

READ CAREFULLY BEFORE SIGNING:

I agree that any action, claim or suit against Trillium, its parent company or subsidiaries, arising out of my employment or the termination of my employment, including but not limited to claims arising under State civil rights statutes, must be brought within 180 days of the event giving rise to the claims or they will forever be barred, except that this does not apply to claims under Federal civil rights statutes. I waive any limitation periods to the contrary.

Printed Name	Signature	Date

Please sign and return this acknowledgement to your Trillium Branch Office within 5 days. Thank you!