

## ILLINOIS ADDENDUM

Employees in Illinois are covered by the terms of a collective bargaining agreement for their applicable union, the terms of which control the terms and conditions of employment. The following policies supplement the policies contained in the Help At Home (“the Company”) Employee Handbook and are specific to the state of **Illinois**. Where this Addendum or the Employee Handbook conflict with the applicable collective bargaining agreement, the terms of the collective bargaining agreement govern.

The contents of this Addendum are guidelines only. Neither this Addendum nor any other Company guidelines, policies, or practices creates an employment contract. Company reserves the right to change, correct, modify, or revoke this Addendum or any of its terms at any time with or without notice. Nothing in this Addendum alters the at-will nature of employment. Although other terms, conditions and benefits of employment with Company may change from time to time, the at-will nature of employment with Company is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to a written agreement covering employment status.

### **Reporting of Discrimination, Harassment, Sexual Harassment**

#### ***For all Illinois Employees***

This policy supplements the policy against Harassment and Discrimination in the Employee Handbook and applies to all Illinois employees. The Company hopes that any incidents of sexual harassment can be resolved through the internal Complaint Procedure outlined in the main Employee Handbook.

As noted above, sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local laws. “Sexual harassment” means any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

The Company requires that all employees annually participate in sexual harassment prevention training.

In addition to the internal Company complaint procedure, Illinois employees also have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Chicago Commission on Human Relations (“CCHR”). A charge with the IDHR must be filed within 300 days of the incident of sexual harassment. A charge with the EEOC must be filed within 300 days of the incident. A charge with the CCHR must be filed within 365 days of the alleged incident. The State of Illinois also has created a Sexual Harassment Helpline, which is administered by IDHR: 1-877-236-7703. Using the Company complaint procedure does not prohibit the employee from filing a complaint with these agencies.

#### **Illinois Department of Human Rights (IDHR):**

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Illinois Human Rights Commission (IHRC):

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

U.S. Equal Employment Opportunity Commission (EEOC):

Chicago: 800-669-4000

Chicago TTY: 312-869-8001

Chicago Commission on Human Relations (CCHR)

Phone: 312.744.4111

TTY:312.744.1088

Fax: 312.744.1081

***For Chicago, Illinois Employees***

This policy supplements the policy against Harassment and Discrimination in the main Employee Handbook, as well as the above supplement for all Illinois employees. In addition to the above noted definition, in Chicago, “sexual harassment” also means sexual misconduct, which is behavior of a sexual nature that also involves coercion, abuse of authority, or misuse of an individual’s employment position.

Examples of sexual harassment are set forth in Sexual Harassment Policy in the Employee Handbook.

The Company hopes that any incident of harassment, including but not limited to sexual harassment, can be resolved through the internal process set forth in the Reporting Harassment Policy in the Employee Handbook. Like all other Illinois employees, Employees based in Chicago have the right to file formal charges, as detailed above.

**Pregnancy Discrimination And Accommodation**

The Illinois Human Rights Act provides protections for pregnant employees or applicants, those recovering from childbirth, and those who have medical conditions related to pregnancy. Those employees have the right to request an accommodation. The Company will not discriminate against employees or applicants because of pregnancy or retaliate against employees or applicants who request accommodation. It is illegal for employers to terminate, refuse to hire, or refuse to provide someone with a reasonable accommodation because of her pregnancy.

When a female employee or applicant believes that she may need accommodation for pregnancy, childbirth or related conditions, she must report the need for accommodation to her manager and the Human resources. The Company will work with the employee or applicant to identify and implement an appropriate reasonable accommodation. The Company is entitled to obtain information from the employee’s health care provider in order to evaluate if a requested accommodation is necessary.

Upon request, the employee is required to provide appropriate medical documentation that includes:

1. the medical justification for the requested accommodation(s);
2. a description of the reasonable accommodation(s) medically advisable;
3. the date the reasonable accommodation(s) became medically advisable; and
4. the probable duration of the reasonable accommodation(s).

Examples of possible accommodations for consideration under the IHRA include but are not limited to more frequent or longer bathroom, water, and rest breaks, seating, assistance with manual labor, or a modified work schedule.

Whether these possible accommodations are reasonable or would impose an undue hardship on the company's ordinary business operations will be determined on a case-by-case basis. The Company cannot require the employee to accept an accommodation that she does not want or to take a leave of absence if another reasonable accommodation can be provided. However, accommodation requests cannot require the Company to create additional employment opportunities for employees affected by pregnancy, childbirth or related conditions, to promote them, if they are unqualified for the position sought, or to discharge or transfer other employees in an attempt to accommodate the employee affected by pregnancy, childbirth or related conditions – unless the Company does so for other similarly-situated employees who request accommodations.

Absent undue hardship to the Company, a employee who has been affected by pregnancy, childbirth or related conditions is entitled to be reinstated to her original job or to an equivalent position with equivalent pay, seniority and benefits when her need for reasonable accommodation ceases or at the end of her leave. Reinstatement will not be provided when it would impose an undue hardship on the Company's ordinary business operations.

The Company prohibits discrimination, harassment, and retaliation against applicants and employees for requesting and/or using accommodation(s). If an applicant or employee experiences such prohibited conduct, they must file a complaint with the Company as set forth in the Company's Harassment, Discrimination, and Retaliation Prevention Policy. Employees also have the right to file a charge with IDHR and/or the EEOC within 300 days of the conduct.

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Chicago TTY: 866-740-3953

Springfield: 217-785-5100

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U.S. Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000

Chicago TTY: 800-869-8001

For more information, please contact your manager or Human Resources.

**Personnel Files**

Employees can access their personnel files during normal business hours twice per calendar year at reasonable intervals. Employees who have separated from the Company may review their personnel file if they have been separated for one calendar year or less, per Illinois law. If you wish to review your file,

please contact the Human resources. The Company will make reasonable efforts to make the records available via email within seven working days, but in any event, not later than 14 working days.

If a employee disagrees with information found in the personnel file, the employee may place a written disagreement in the file. Only upon agreement by both the Company and the employer can any alteration of personnel records be made.

### **Breastfeeding/Lactation**

The Company will provide reasonable daily breaks to accommodate a employee desiring to express breast milk for the employee's infant child. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, during the first year after childbirth, a nursing mother may take paid lactation breaks whenever she needs, for a "reasonable" time. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, and more than one year has passed since childbirth, a nursing mother may take lactation breaks whenever she needs, for a "reasonable" time; the break time will be unpaid for nonexempt employees, in accordance with applicable state law.

You should notify your supervisor to request a break or to schedule a regular break time for this purpose. The Company will make reasonable efforts to provide a room or other location for you in close proximity to your work area to express milk in privacy and security. The Company strictly prohibits discrimination against or harassment of employees because they are breastfeeding mothers and request or take breaks in accordance with this policy. The Company reserves the right to deny requests for multiple lactation breaks each day if the additional break time will seriously disrupt operations.

### **One Day Rest In Seven Act**

The One Day Rest in Seven Act provides non-exempt employees certain protections concerning their schedules. Pursuant to the Act, employers must provide covered employees with a 24-hour rest period in every consecutive seven-day period. Employees who are scheduled to work seven and one-half hours or more in a workday are required to take at least a 20-minute meal break no later than five hours after starting work. Employees working in excess of seven and one-half (7½) continuous hours receive one additional 20-minute meal period for every additional four and one-half (4½) continuous hours worked.

### **The Victims' Economic Security And Safety Act (Vessa)**

Employees who are the victims of criminal, domestic, sexual, or gender violence or sexual harassment or have family or household members (including spouse, a party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, or any other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee) who are victims of criminal, domestic, sexual, or gender violence or sexual harassment shall be permitted to take unpaid leave up to a total of 12 workweeks during any 12 month period. Such leave must be used to: (i) seek medical attention for, or recover from, physical or psychological injuries caused by criminal, domestic, sexual, or gender violence or sexual harassment to the employee or the employee's family or household member; (ii) obtain services from a victim services organization for the employee or the employee's family

or household member; (iii) obtain psychological or other counseling for the employee or the employee's family or household member; (iv) participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family or household member from future criminal, domestic, sexual or gender violence or sexual harassment or ensure economic security; or (v) seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the criminal, domestic, sexual, or gender violence or sexual harassment.

Affected employees must give the Company reasonable advance notice of at least two days of their intention to take leave for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances where it is not practicable to do so. In such cases, the Company will take no action against affected employees if, within a reasonable time after the absence, they provide the Company with documentary evidence that their absence was required for any of the above reasons, if the employee has such documentation. The Company will hold the information that employees provide in confidence, except to the extent that disclosure is: (i) requested or consented to in writing by the employee; or (ii) otherwise required by applicable federal or state law. Affected employees may elect to use accrued paid or unpaid leave (including family, medical, sick, annual, personal or similar leave) for an equivalent period of leave provided under this policy. Leave may be taken intermittently or on a reduced work schedule. This leave does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to unpaid leave time permitted by, the Federal Family and Medical Leave Act. The Company will not retaliate or otherwise discriminate against employees for exercising their rights under VESSA.

### **Family Military Leave**

Eligible employees who are the spouse or parent of a person called to serve over 30 days in the military may take up to 30 days of unpaid family military leave during the military service member's deployment. To be eligible for Illinois Family Military Leave, employees must have been employed by the Company for 12 months and worked 1,250 hours during the twelve (12) month period immediately preceding the start of the leave.

Employees must provide the Company with at least a 14-day notice for leave lasting five or more consecutive workdays. For leaves of less than five days, employees must provide the Company with as much notice as possible.

Employees must provide certification from the proper military authority to verify eligibility for the leave requested.

### **Military Leave**

The Company will not terminate the employment of a employee who is a member of the state military forces of Illinois or any other state because the employee is ordered to authorized training or duty by proper authority. The employee is entitled to return to the same employment held when ordered to training or duty, and may not be subjected to loss of time, efficiency rating, vacation leave, sick leave or any benefit of employment during or because of the absence. The employee, as soon as practicable after release from duty, must give written or actual notice of intent to return to employment.

The Company will also comply with the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) which expands the federal Uniformed Services Employment and Reemployment Rights Act's (USERRA) definition of "military service" to include service in a federally recognized auxiliary of the United States Armed Forces when performing official duties in support of military or civilian authorities is the result of an emergency; service covered by the Illinois State Guard Act; and a period during which service members are absent from employment for medical or dental treatment related to a condition, illness or injury sustained or aggravated during a period of active service and special treatment for performance reviews.

### **Bereavement**

Employees working in Illinois who incur the loss of a family member and who are eligible for FMLA leave may take up to 10 scheduled days off to:

- attend the funeral or alternative to a funeral of the family member;
- make arrangements necessitated by the death of the family member;
- grieve the death of the family member; or
- be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

In the event of the death of more than one family member in a twelve-month period, a employee may take up to a total of six weeks of unpaid bereavement leave in the 12-month period.

The Company may request reasonable documentation demonstrating the reason for leave under this policy related to the death of a family member. The Company will not request documentation if the need for leave resulted from a pregnancy- or adoption-related event.

This policy does not create a right to take unpaid leave exceeding or in addition to the leave time permitted by the FMLA.

Any terms and/or leave under this state policy that exceeds the terms and/or leave under the Bereavement Leave policy in the main Employee Handbook will be unpaid.

### **Voting Leave**

Employees who do not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. The Company reserves the right to select the hours you are excused to vote.

### **Election Judge Leave**

Appointed election judges will be granted unpaid leave on the day of an election. Employees must provide at least 20 days written notice of the need for leave and provide documentation demonstrating the appointment and the dates of the required service.

### **School Visitation Leave**

Employees who are parents, guardians, or custodial grandparents may take up to eight hours of unpaid leave each school year to participate in the school activities of their child, ward, or custodial grandchild who is in a licensed day care facility, kindergarten, or grades one through twelve. Time off may not exceed four hours in any calendar day of the school year.

Employees are eligible for school visitation leave after they have been employed for at least six consecutive months and work at least a half-time schedule.

Employees may be required to provide a written request for leave at least seven days In advance, except in emergency situations, where 24 hours' notice may be required. The Company may require the employee to provide written documentation from the school verifying the employee's attendance at a school activity.

### **Blood Donor Leave**

Full-time employees who have been employed with the Company for at least six months may be eligible to receive up to one hour of paid leave to donate blood every 56 days.