



Employee Handbook

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WELCOME AND INTRODUCTION

Welcome to Cardinal!

Cardinal Services, Inc. (CSI), Cardinal Employers Organization, Inc. (CEO) and Preferred Employer Solutions, LLC (PES), hereafter referred to as Cardinal, are Oregon corporations that provide worker leasing and temporary staffing support to a wide range of clients. An agreement between Cardinal and your on-site employer (our client) establishes both Cardinal and your on-site employer as legal employers in a co-employment relationship. Cardinal is the legal administrative employer and the client is the on-site employer exercising direction and control.

This handbook provides general statements about Cardinal's current policies and procedures. It is information only; this is not a contract. Statements are not intended to be all-inclusive and are subject to change at any time without prior notice at the sole discretion of Cardinal.

No oral statements or representations can change the provisions of this handbook. Unenforceable circumstances do not invalidate this entire manual, instead the particular provision revised. This handbook is effective **October 1, 2020** and supersedes all previous Cardinal policies and procedures, both oral and written, and all past practices.

Unless otherwise specified in a formally executed written contract, signed by the Cardinal President, employment is "at-will," meaning employees may choose to terminate their employment at any time for any reason and Cardinal has the same right.

This handbook is meant to orient you to Cardinal; instructions concerning your specific job will be provided by your on-site supervisor. If you have any questions about this information or your employment status, call your local Cardinal office.

Cardinal Contact Information

You can reach us by phone at 1.800.342.4742.

Benefits Team	benefits@cardinal-services.com		
Hiring Team	hiring@cardinal-services.com	Extension: x 2141	
Payroll Team	payroll@cardinal-services.com	Extension: x 2151	Fax: 1.877.994.6877
PaySuite Team	paysuite@cardinal-services.com	Extension: x 2251	Fax: 1.888.338.0377

EMPLOYMENT

At Will Employment

Cardinal is an "at will" employer and does not guarantee or promise employment for a specific period of time. Either you or Cardinal may terminate your employment with or without cause, and with or without notice, at any time. Cardinal may terminate employment on an individual basis or as a reduction in work force, depending on our best interests or our client's needs.

Equal Opportunity Employment

Cardinal is committed to offer equal employment opportunity. We make employment decisions based on merit and business needs, not on race, color, national origin, sex, age, religion, sexual orientation, veteran status, or any other characteristic protected by law. This applies to all policies, practices, terms and conditions of employment, including recruitment and hiring, compensation, benefits and termination. In addition, we foster a non-discriminatory environment for qualified individuals with disabilities, provided accommodation is not an undue hardship.

Workplace Accommodation Notice

Cardinal is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Cardinal will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

Cardinal will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth, or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations may include:

- Acquisition or modification of equipment or devices.
- More frequent or longer break periods or periodic rest.
- Assistance with manual labor.
- Modification of work schedules or job assignments.

To request an accommodation or to discuss concerns or questions about this notice, please contact any one of our supervisors or Cardinal's HR department at 1.800.342.4742 or email at HR@cardinal-services.com

Communication and Call-in Policy

If any of the following occur, notify your local Cardinal office immediately. During after hours, please call our 24-hour message line 1.800.342.4742:

- You are going to be absent from work (call your on-site supervisor as well).
- You are injured on the job (tell your on-site supervisor immediately).
- You receive a light-duty work release (call your on-site supervisor as well).
- You leave an assignment before the assignment ends, or refuse work as assigned.
- You are not given your legally required rest periods or meal breaks.
- You are asked to do a task that you think is unsafe or for which you are not trained.
- Your assignment ends.
- You drive as part of your employment and your driving status changes.
- You are offered a position or are paid money directly by the client.

Contact your on-site supervisor and your local Cardinal office if you are unable to work due to injury or illness. While off work, call in daily regarding your status and ability to return to work. If you have a light-duty work release and do not call in as required, you are subject to disciplinary action up to and including employment termination. You are welcome to call your local Cardinal office with any questions you have concerning your employment.

Important Administrative Changes

It is important that you update your Cardinal file to reflect changes in job related education, training or restrictions. Also contact your local Cardinal office to report any change in the following:

- Name
- Mailing address
- Telephone number
- Email address
- Direct deposit information
- Social Security Number
- Changes in state or federal tax deductions
- Your job status (major revision in duties or end of assignment)

EARNINGS AND BENEFITS

Time Records

The law requires accurate records of all time worked. Your on-site supervisor will advise you regarding the form, method and timelines for reporting hours worked. To insure accurate and timely paychecks, follow these instructions.

Workweek and Overtime

The client determines the workweek for computing overtime. Non-exempt employees are paid one-and-a-half times their regular rate of pay (computed at an hourly rate) for hours worked in excess of 40 hours per week. Overtime work hours must be authorized in advance by your on-site supervisor. Overtime is based on actual time worked; paid time off is not considered 'time worked' for calculating overtime. Exempt employees are not eligible for overtime pay.

Pay Rates and Pay Days

Pay rates are determined by job function and client needs, as well as by your performance, attendance and safety record. Talk to your on-site supervisor or Cardinal if you have a question about your pay rate. Cardinal has weekly, bi-weekly, monthly and semi-monthly pay cycles. Your pay period is determined by your job and the client.

Direct Deposit

Direct Deposit is Cardinal's standard method of payment. If you are unable to provide your personal banking information to set up Direct Deposit, you will be issued a Payroll Card. Contact Cardinal immediately if you have questions regarding your paycheck.

Your paycheck will reflect deductions from gross wages as required by law, ordered by a court, or authorized by you. Deduction amounts depend on gross earnings and W-4 exemptions, and are itemized on paycheck stubs. Garnishments are court-ordered paycheck deductions. Employees subject to wage garnishment are expected to make immediate repayment arrangements with creditors and may be charged a service fee for garnishments processing.

We will send you a courtesy text and/or email when your paycheck has been processed. By signing up for electronic notifications you will have access to your paycheck information electronically as soon as it is processed. If you need to change your contact information login at employee.cardinal-services.com or if you are not currently signed up, you can find instructions on how to get enrolled at www.cardinal-services.com/paperless-payday/.

Paycheck Stubs

Paycheck stubs are available online. You may access pay stubs any time by logging in with your Cardinal username/password at employee.cardinal-services.com.

W-2 Form: Wage & Tax Statement

W-2's for the preceding year will be mailed out, by law, by January 31st. To get your W-2 more quickly, sign up to receive it electronically as soon as it is processed! Starting July 1st each year, you may sign up to receive your electronic W-2. Signing up for an electronic W-2 means that you have quick, online access to that information at any time should you need to obtain copies and/or reprinted. Step-by-step instructions may be found at cardinal-services.com/ew2.

If you do not have an email address or prefer to have your W-2 mailed, please double check your address on your paycheck for accuracy. For assistance accessing your paycheck stubs please contact Cardinal.

BENEFITS

Some Cardinal clients offer employee benefits, contingent on qualifying conditions. Qualifying conditions and eligibility requirements vary by client; contact your on-site supervisor or Cardinal with any questions.

Unemployment Compensation

You may be eligible for unemployment benefits upon employment termination. Cardinal pays the full cost of this benefit, but eligibility is determined by the Oregon State Employment Department.

Social Security

You are required to contribute to Social Security. Cardinal matches your contribution, sharing the cost. Call 1.800.772.1213 or visit www.ssa.gov to request your earnings statement.

Workers' Compensation

Cardinal maintains Workers' Compensation Insurance for employees, as applicable. If you sustain an injury while working, this insurance may pay your medical bills and provide a portion of your income until you can return to work. The insurance carrier administers and pays the benefits.

ON THE JOB

Appearance and Grooming

Appearance and grooming standards will vary based on the type of work you are doing and the standards of your on-site employer. Employees who report to work inappropriately dressed may be asked to leave and return in acceptable attire and will not be compensated for the time away from work. Within legal limits, the determination about the appropriateness of clothing or grooming is at the discretion of your on-site supervisor.

Attendance, Punctuality and Schedules

Regular attendance and punctuality are of primary importance for every Cardinal position. We expect you to arrive on time and be ready to start work at the beginning of your shift. You are expected to take designated breaks, complete your assignment as scheduled and work all scheduled hours. Do not leave prior to the end of your scheduled shift without approval from your on-site supervisor. Your on-site supervisor will explain your specific work schedule.

If you are going to be late or absent, notify your on-site supervisor prior to the beginning of your shift. If you are having difficulties meeting the requirements of your schedule, talk to your on-site supervisor. Excessive tardiness or absenteeism may result in disciplinary action. Failure to report for two consecutive days will be considered a voluntary resignation.

Meal and Rest Breaks

Non-exempt employees receive a paid ten-minute rest break for every four hours worked. Non-exempt employees working shifts of six hours or more are provided an unpaid 30-minute meal break. Please schedule your breaks with your on-site supervisor. Rest and meal periods are mandatory and may not be combined or used to shorten the workday. Notify Cardinal if you feel you are not receiving meal and rest breaks as required by law.

According to state law, nursing mothers who need to express milk are entitled to reasonable unpaid breaks for lactation for up to 18 months following the birth of a child unless it creates an undue hardship for the on-site employer. Accommodations under this policy include a place (other than a bathroom) that is shielded from view and free from intrusion of co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

Computers, Internet, E-mail and Social Media

Cardinal and client computers and e-mail systems are for business use only. Do not assume any use to be private or confidential. Cardinal and our clients consider all computer and e-mail information as company records and maintain the right to inspect and review data, as well as disclose the contents for a legitimate business or legal purpose.

Cardinal and your on-site supervisor recognize that employees may have personal email accounts and/or may post comments on an on-line forum such as a blog, chat room, or Facebook (collectively, "social media.") To the extent employees are posting comments to social media outside the scope of their employment responsibilities, employees may not include any trade secret or confidential information

belonging to Cardinal or their on-site employer. Employees may not make any statements that would give the impression that the views they have expressed are the opinions of Cardinal or their on-site employer. Employees should refrain from posting derogatory information about Cardinal or their on-site employer on any such sites and proceed with any grievances or complaints through the normal channels at their on-site employer or by contacting Cardinal directly. Employees may not post to on-line forums using official Cardinal or on-site employer e-mail addresses, or provide any Cardinal or on-site employer telephone numbers or extensions. Employees may not utilize any Cardinal or on-site employer logos, drawings, trademarks, copyrights, other images, or photographs of Cardinal or their on-site employer typically associated with Cardinal or on-site employer in conjunction with such activities.

Before using any computer, internet access, or electronic asset (collectively, “electronic assets”) belonging to Cardinal or your on-site employer for personal use, you must first check with your on-site supervisor about whether or not that use is permitted. Employees who do use electronic assets belonging to Cardinal or their on-site employer, for personal use and/or to log onto or access social media using those assets, shall have no expectation of privacy as to any information that they input or review while in contact with social media.

Do not use company email or social media for religious or political causes, other non-job-related solicitations, or to send offensive messages. Messages that we consider offensive are those that contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address someone's age, race, sexual orientation, religious or political beliefs, national origin, or disability. Additionally, do not use company e-mail or social media to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

For security reasons, do not download any non-business-related files, music, or software without management’s permission and do not open files from unknown or suspect sources.

Harassment-Free Workplace

Cardinal expects you to treat co-workers, supervisors, managers, vendors, visitors and customers in a courteous and respectful manner. We prohibit sexual harassment and other illegal harassment based upon characteristics protected by law.

Harassment can be unwelcome sexual advances, conduct of a sexual nature, or conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, sex, age, religion, sexual orientation, or covered disability. If such conduct interferes with work performance or creates an intimidating, hostile, or offensive working environment, it may be harassment. Harassment can be:

- Verbal—derogatory comments, demeaning or sexually explicit jokes.
- Nonverbal—suggestive or insulting sounds, obscene gestures, leering or whistling.
- Visual—derogatory or sexually suggestive posters, cartoons, pictures or drawings.
- Behavioral—suggestive facial expressions or noises, leering or obscene gestures.
- Physical—assault, impeding or blocking movement, unauthorized touching.

We all share the responsibility of having a harassment-free workplace and are obligated to report any suspected harassment. If you are subject to, witness, or suspect any harassment, by vendors, visitors, customers, co-workers, or supervisors, contact the Cardinal HR Director or any member of the Cardinal HR Department at 1.800.342.4742 or email at HR@cardinal-services.com. We do not

discriminate or retaliate against anyone for bringing a complaint to our attention; we will promptly investigate any allegation and take appropriate action. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to and including employment termination.

Nondisclosure or Non-disparagement Agreements:

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A non-disparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, non-disparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence *no later than five years* after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Conduct, Corrective Action and Discipline

Cardinal expects certain standards of conduct and behavior from employees. Below is a partial list of conduct examples that will result in corrective or disciplinary action:

- Insubordination or disrespectful conduct including indifference, rudeness, or abusive language towards management, co-workers, or customers.
- Dishonesty, including falsifying, altering, or omitting information from Cardinal or client records.
- Unauthorized use, removal, or destruction of Cardinal or client property or the property of other employees.
- Violation of any known, posted, or generally accepted safety rule or practice (including horseplay).

- Possession, sale or use of intoxicants or illegal drugs on Cardinal or client premises, or other violations of the Drug and Alcohol-Free Workplace policy.
- Violation of Harassment Free Workplace or Workplace Violence Prevention policies.
- Refusal or failure to perform job assignments or comply with any Cardinal or client rule, policy or practice.

Your cooperation in meeting conduct and performance standards will make disciplinary action unnecessary. Corrective/disciplinary action may include verbal or written warnings, suspension, demotion, as well as employment termination. Cardinal and/or client will determine the appropriate action, considering length of service, performance record, and severity of the offense. This list is not all-inclusive and does not alter the at-will nature of your employment.

Driving

If your work requires driving, be a safe and courteous driver, observe all traffic laws and wear seat belts, whether you are a driver or a passenger. Per Oregon law, do not use handheld cell phones, whether personal or business-owned, to call or text while driving. Drivers are personally responsible for any fines, fees, or court costs. Report changes in your driving record or insurance coverage to Cardinal and your on-site supervisor immediately.

Identity Protection

Cardinal maintains the confidentiality of employee, applicant and client personal information including: social security, taxpayer identification, employer identification, driver license number and date of birth, whether in hard copy or electronic records. Cardinal collects such information only as needed for business reasons such as: background checks, employment eligibility, tax withholding, new-hire reporting and benefit enrollment. All documents containing personal information are stored in locked areas or maintained in authorized-access computer stations only. Access is restricted to those with a business need to know. Personal information is retained only as long as necessary and is properly destroyed when no longer needed.

Solicitation

Cardinal prohibits the solicitation, distribution and posting of materials on Cardinal or client property, except those charitable and community activities, as approved by management. Employees may not solicit other employees or distribute literature of any kind during work times, except in connection with a company-approved or sponsored event. Non-employees may not solicit employees or distribute literature of any kind on Cardinal or client premises at any time.

SAFETY AND HEALTH

Safety Statement

Cardinal is committed to employee safety and health, and believes that workplace safety is a shared responsibility that requires a team effort. We expect all Cardinal employees to work safely, observe all safety and health policies, safety rules and procedures and report any unsafe condition to management immediately.

Cardinal Safety Commitment

To help ensure workplace safety, Cardinal will:

- Provide support for safety from the top level down.
- Address safety and health concerns and respond to recommendations in a timely manner.
- Make needed corrections and changes in a timely manner.
- Support training for safety committee members.
- Encourage and promote safety awareness.
- Ensure lines of communication are open and non-threatening.

Employee Safety Commitment

All Cardinal employees are expected to:

- Follow safety and health policies, including lock out/tag out procedures and emergency action plans.
- Read and follow on-site Material Safety Data Sheets/Safety Data Sheets.
- Wear, inspect and maintain personal protective equipment. This includes hard hats, boots, gloves, aprons, safety glasses, face shields, etc., as directed without exception.
- Use safeguards provided for protection, such as barriers, locks, chains, etc.
- Report to your on-site supervisor any safeguard that is not properly working.
- Do not use defective tools or equipment.
- Lift and carry objects in a safe manner, using appropriate safe lifting techniques.
- Report hazardous conditions and unsafe acts to your on-site supervisor and Cardinal.
- Immediately report all injuries, occupational illnesses, including symptoms of chemical exposure and accidents (including near misses) to the on-site supervisor and Cardinal.

Serious or reoccurring violations of safety and health policies, procedures, or practices may result in disciplinary action up to and including termination. Contact your on-site supervisor or call Cardinal with any questions about workplace safety.

On-the-Job Injuries

No matter how minor the injury, report any on-the-job injury to your on-site supervisor immediately. Notify Cardinal as soon as possible. We maintain workers' compensation insurance to provide medical coverage for workplace injuries. Adherence to safety policies and prompt reporting helps ensure that you receive the benefits due.

If off-site medical treatment is needed, we will help you complete the required Cardinal forms and provide information about company procedures and your responsibilities. While off work, call in weekly regarding your status and ability to return to work. Our goal is for you to receive the treatment you need, and get back to work as soon as possible.

Provide Cardinal with written reports on medical and work status after physician visits. Upon receipt of a written physician's release for regular or light duty work, bring the release to Cardinal the following day. If you are not able to return to your regular work, light duty work may be available with a physician's release. We will monitor your progress and make every effort, including relocating you to another worksite, to return you to work as soon as possible. Failure to communicate or keep Cardinal informed of work status, or otherwise will result in disciplinary action.

Drug and Alcohol-Free Workplace

Cardinal is committed to employee safety and health, quality products, and excellent service to our clients. We require the support of all of our employees in meeting our commitments to safety, quality and service. Employees unable to do their best work in a safe manner due to the effects of drug or alcohol use, interfere with these commitments. Employees are required to report for work in appropriate mental and physical condition to work safely and effectively.

We prohibit the unauthorized use, possession, sale, transfer, manufacture, or distribution of controlled substances or alcohol on Cardinal or client premises, in Cardinal or client vehicles, or while conducting Cardinal or client business. Reporting for work, working or engaging in any activity on Cardinal or client's behalf with a prohibited substance in your system or a blood alcohol level of .04 or greater is prohibited.

Employees are required to comply with requests to submit to drug testing, complete related paperwork and fully cooperate in collection procedures. Drug testing may be required in the following situations:

- Pre-employment with Cardinal, following a conditional offer of employment.
- Pre-employment by client prior to conversion to client payroll.
- Upon reasonable suspicion, as determined by Cardinal or client, that an employee may be in violation of this policy.
- Involvement in any accident (or a 'near miss') involving property damage or injury.
- On a periodic unannounced or random basis.

Alcohol testing may be required when Cardinal or client determines there is reasonable suspicion that an employee is under the influence of intoxicating liquor.

Failure to submit to testing or complete all necessary procedures is a violation of this policy. Employees who violate this policy, including a test resulting in other than a confirmed negative, are subject to disciplinary action up to and including termination. Employees who refuse to test, interfere with, or subvert the testing process, will be subject to the same level of discipline they would experience for a positive test result. Following a policy violation, an employee may be offered an opportunity to

participate in rehabilitation. In such cases, the employee must sign and abide by the terms of a “Last Chance Agreement” as a condition of continued employment.

Employees are responsible for determining whether medications may impair job performance and are required to provide a medical authorization to work, upon request. Report the use of any medically authorized or over-the-counter medication that may inhibit the ability to safely and effectively perform job duties by calling the Cardinal Risk Management Department, 1.800.342.4742. Report any conviction under a criminal drug statute for violations occurring on or off Cardinal or client premises while on Cardinal or client business, within five days of the conviction.

If you have concerns about drug or alcohol use, speak with your on-site supervisor, a local Cardinal Representative, or the Cardinal Risk Management Department for assistance in obtaining an evaluation. No employee coming forward voluntarily for help will be subject to disciplinary action solely as a result of seeking assistance. If you are referred for treatment that requires time off work, you may be asked to sign and follow a Return to Work Agreement.

Smoking

Our facilities are smoke-free including e-cigarettes. Smoking or vaping is not allowed in the workplace or within ten-feet of facility entrances, exits, windows and air intake vents.

Workplace Violence Prevention

Cardinal is committed to preventing workplace violence and will not tolerate any type of workplace aggression or hostility, including conduct that damages property, causes injury to, or threatens/intimidates another employee, customer, or member of the public.

Report any threatening or violent behavior to Cardinal or your on-site supervisor. This includes threats by employees, customers, vendors, or other members of the public. Report behaviors that could signal potential danger, such as: discussing weapons in the workplace, displaying overt signs of extreme stress, resentment, hostility, anger, threatening remarks, irrational, or inappropriate behavior.

We will promptly intervene at any indication of a possibly violent, hostile, or intimidating behavior and investigate any reports or incidents.

Cardinal prohibits all persons who enter Cardinal or client premises from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether or not the person is licensed to carry the weapon. The only exception to this policy will be police officers, security guards or other persons who have express permission to carry a weapon on the property.

LEAVE OF ABSENCE

Oregon law allows unpaid, job protected leave for various situations, as noted below. Eligibility depends on a variety of factors including number of client employees at your work site, length of employment, and hours worked. Talk to your on-site supervisor or call Cardinal regarding eligibility and restrictions. Be sure to let us know as soon as possible if you need to request a leave of absence and be able to provide any requested documentation.

Family and Medical Leave Act (FMLA)

Subject to eligibility, Cardinal provides unpaid job protected leave at the state and federal levels: Oregon Family Leave Act (OFLA) and Family and Medical Leave Act (FMLA), respectively.

- For the birth, adoption or foster care placement of a child (parental leave).
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave).
- For pregnancy disability or prenatal care (pregnancy disability leave).
- To care for a sick child who does not have a serious health condition, but requires home care, known as sick child leave (OFLA only).
- To care for a seriously ill or injured service member or veteran (26 weeks) (FMLA only).
- Because of a "qualifying exigency" arising out of a family member being on or called to active military duty (FMLA only).
- Because of a spouse or same-gender domestic partner being called to or on leave from active military duty (OMFLA only).

Eligibility for FMLA and OFLA depend on various factors, including number of client employees, distance between work sites and length of employment. Requirements for FMLA include one year of employment and at least 1,250 work hours in the prior 12 calendar months. Generally, OFLA requires 180 days of employment, averaging at least 25 hours per week.

In most cases, eligible employees can take up to 12 weeks of job-protected leave based on their regular work week within a twelve-month period that is measured forward from the first date the leave begins. Additional leave may be available under very specific conditions. Parental leave (birth, adoption, or foster placement) must be taken in one continuous block; intermittent leave is available for the other qualifying situations as necessary. If both leaves apply, OFLA and FMLA leaves will run concurrently. If on the job injuries meet the "serious health condition" criteria, FMLA leave entitlement will run concurrently with workers' compensation absences.

Cardinal requires written leave requests 30 days in advance and asks that you schedule leave for planned medical treatment when it will not unduly disrupt Cardinal or client operations. If circumstances do not allow a 30-day notice, give as much notice as possible. In emergencies, provide notice within 24 hours of starting the leave. We may delay or reduce leave if proper notice is not given. Cardinal may require medical certification by a health care provider for leave approval and reserves the right to require additional certification at our expense. In the case of sick child leave, medical verification is required if your absence is more than three occurrences in one year. Failure to provide certification will result in a denial of leave continuation.

If appropriate, Cardinal may require a “fitness for duty” certification to return to work. Certification forms are available from Cardinal.

Leave is without pay; however, we will apply any accrued paid time off provided by the client. Any remaining leave is unpaid. While on leave you do not accrue seniority or other benefits that would accrue while working. If eligible for FMLA, health care benefits will continue through the approved leave period. Should an employee not return to work for reasons other than a continued serious health condition, or a circumstance beyond the employee’s control, we require reimbursement of amounts paid by Cardinal or client for health insurance premiums during the leave. Applicable benefits, other than those used during the leave, will be reinstated upon return to work, unless those benefits have been eliminated or altered.

Military Family Leave

There are two types of Military Family Leave available:

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee’s spouse, son, or daughter is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation or deployment overseas with the armed forces. Qualifying exigencies may include:

- Short-notice deployment (up to seven days of leave).
- Attending certain military events.
- Arranging for alternative childcare.
- Addressing certain financial and legal arrangements.
- Periods of rest and recuperation for the service member (up to 15 days of leave).
- Parental care.
- Attending certain counseling sessions.
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member’s active duty status).
- Other activities arising out of the service member’s active duty or call to active duty and agreed upon by Cardinal and the employee.

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty or while on active duty and/or pre-existing injuries or illnesses that were aggravated in the line of duty, that may render the service member medically unfit to perform his or her duties, requiring the service member to undergo medical treatment, recuperation, or therapy. A service member who is in outpatient status, or is on the temporary disability retired list is also eligible. In addition, leave will be provided to eligible family members of certain veterans receiving medical treatment, recuperation, or therapy if the veteran was a member of the Armed Forces at any time during the five-year period preceding the date of the medical treatment, recuperation, or therapy.

Notice

Employees taking FMLA should provide as much notice as possible. When the need for leave is foreseeable, 30 days advance notice is requested. Employees should make effort to schedule FMLA leave in the least disruptive manner so as not to affect operations. An employee who is taking FMLA leave may be required to report periodically to Cardinal regarding his or her status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned. After the leave, the employee must be restored to the same or essentially-same position held before the leave.

Health Care Benefits

If applicable, health care benefits will be maintained during leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

Cardinal reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by Cardinal, on behalf of the employee, while the employee was on FMLA leave if the employee fails to return from FMLA leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under the FMLA or other circumstances beyond the employee's control.

Oregon Family Leave Act (OFLA)

The Oregon Family Leave Act provides unpaid leave for certain purposes to eligible employees. An employee returning from leave is entitled to the former job or to an available equivalent job if the former job has been eliminated. Reasons for leave include:

- For the birth, adoption or foster care placement of a child (parental leave).
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave).
- For pregnancy disability or prenatal care (pregnancy disability leave).
- To care for a sick child who does not have a serious health condition, but requires home care, known as sick child leave. Sick child leave may also be used to care for your child if your child's school or childcare provider is closed due to a public health emergency.
- To deal with the death of a family member (two weeks per death).

Family members include spouse, same-sex domestic partner, child, parent, grandparent, grandchild, parents-in-law, as well as children and parents of same-gender domestic partners.

Oregon Military Family Leave Act (OMFLA)

The Oregon Military Family Leave Act requires that employers with 25 or more employees provide up to 14 days of unpaid leave to an employee who is the spouse or same-sex domestic partner of a member of the military forces that are on active duty per deployment. Leave applies before deployment and/or during leave from deployment. Employees must work an average of 20 hours per week to qualify for leave.

During a period of military conflict, an eligible employee is one who is a spouse of a member of the Armed Forces of the United States, the National Guard, or the Military Reserve Forces who has been notified of an impending call or order to active duty, or impending leave from deployment.

An employee who intends to take leave must provide the employer with notice of their intention within five business days of receiving official notice of an impending call or order to active duty or of a leave for deployment. An employee who takes leave authorized under this section may choose to substitute any accrued leave to which the employee is entitled for any part of the leave. Military family leave counts against an employee's general OFLA leave entitlement.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

Jury Service Leave

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. The leave is unpaid, exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

Domestic Violence Leave

This leave allows time off to obtain services or treatment relating to domestic violence, sexual assault or stalking. This could include seeking legal or law enforcement aid, medical treatment, counseling, relocation assistance, etc., for yourself or your dependents. Cardinal or the client may limit the amount of leave if it creates undue hardship on co-workers or the organization.

Crime Victim Leave

Employees who are victims of harassment committed under the public offense's statutes will be allowed unpaid leave to seek legal assistance, medical treatment, or relocate as a matter of safety. An eligible employee must have worked an average of more than 25 hours per week for at least 180 days immediately before the date the employee takes leave.

Cardinal may require employees to provide certification such as a police report or a copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal, or administrative proceeding related to harassment prior to taking leave, if feasible. All records and information kept by Cardinal regarding a reasonable

safety accommodation made for an individual are confidential and will not be released without the express permission of the individual.

Witness Leave

If an employee is absent from work to serve as a witness in response to a subpoena in a judicial proceeding, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. Employees who have been charged with a crime and are appearing as a criminal defendant are not covered under this policy and will not be provided with leave.

Veterans Day Leave

An eligible employee who is otherwise scheduled to work on Veterans Day is entitled to take the day off upon request. Employees are eligible if they served on active duty in the Armed Forces for at least six months and received a discharge under honorable conditions. Military service in a reserve or National Guard unit does not qualify an employee as a veteran, unless the employee was deployed or served on active duty for at least 6 months. Cardinal may require the employee to provide documents establishing his or her status as an eligible veteran.

Employees seeking Veterans Day off must make the request with at least 21 days advance notice. Cardinal may deny the veteran request only if granting the request would cause a significant economic or operational disruption or an undue hardship to Cardinal or their on-site employer. In those circumstances, the employee will be provided a single day off before the following Veterans Day to honor the holiday.

Political Leave

Employees who are members of or candidates for the legislative assembly will be given a leave of absence to perform their duties and will be restored to like employment. The employee must give notice 30 days before, or as soon as reasonably practicable of the need for leave.

This law does not apply if the employee is temporary, has been employed for less than 90 days, or fails to apply for reinstatement within 15 days after a regular legislative session or five days after completion of another legislative assignment. Direct any questions regarding leave to your on-site supervisor or Cardinal.