Employee Handbook







Ames Construction

AMES02-016-C-EN-AC

TABLE OF CONTENTS

I – INTRODUCTION ***5***
WELCOME 5
HOW WE WORK AT AMES 5
II – THE WAY WE WORK ***6***
ABOUT THIS EMPLOYEE HANDBOOK 6
AT-WILL EMPLOYMENT 6
EQUAL EMPLOYMENT OPPORTUNITY POLICY 6
REASONABLE ACCOMMODATIONS 8
ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY 9
PERSONNEL RECORDS 12
USE OF EMPLOYEE IMAGE AND LIKENESS 12
COMPLAINT RESOLUTION PROCESS 13
III - YOUR EMPLOYMENT ***14***
CATEGORIES OF EMPLOYMENT 14
WORK WEEK 15
EMPLOYMENT OF RELATIVES 15
TERMINATION/RESIGNATION 15
EMPLOYMENT REFERENCES AND VERIFICATIONS 16
EMPLOYMENT REFERRALS 16
IV - HOW YOU GET PAID ***17***
PAYDAYS 17
TIME REPORTING 17
WAGE TRANSPARENCY & PAY DISCLOSURE 17
V - TIME AWAY FROM WORK ***18***
COMPANY HOLIDAYS 18
VACATION 18
SICK LEAVE 19
BEREAVEMENT LEAVE 21
FAMILY AND MEDICAL LEAVE ACT (FMLA) 21
PARENTAL LEAVE 24
LACTATION ACCOMMODATION 25
MILITARY LEAVE 25
JURY DUTY 26
WITNESSES/VICTIMS 26
VOTING LEAVE 27
VI - ON THE JOB – RESPONSIBILITY ***28***
CODE OF CONDUCT 28
ATTENDANCE 29
DRESS CODE GUIDELINES 30
COMPANY PROPERTY & EQUIPMENT 30
SOLICITATION 30
VII - SAFETY IN THE WORKPLACE ***31***
SAFETY EXPECTATIONS 31
WEAPONS 31
WORKPLACE NON-VIOLENCE 32
VIII – TECHNOLOGY & COMMUNICATION IN THE WORKPLACE ***33***
ACCEPTABLE USE POLICY 33
COMMUNICATIONS POLICY 35
IX - YOUR EMPLOYEE BENEFITS ***38***
EMPLOYEE BENEFITS 38
EMPLOYEE ASSISTANCE PROGRAM (EAP) 38

PROFESSIONAL DEVELOPMENT 38
VERIFICATION & RECEIPT OF AMES CONSTRUCTION HANDBOOK..... 39
X – STATE-SPECIFIC ADDENDA..... 40
FEDERAL PAID SICK LEAVE FOR FEDERAL CONTRACTORS 40
ARIZONA EARNED PAID SICK TIME 40
ARIZONA NOTIFICATION OF CONSTRUCTIVE DISCHARGE 41
CALIFORNIA BEREAVEMENT LEAVE 41
CALIFORNIA BONE MARROW DONATION LEAVE 41
CALIFORNIA BREAKS & MEAL PERIODS 42
CALIFORNIA EQUAL EMPLOYMENT OPPORTUNITY 43
CALIFORNIA FAMILY AND MEDICAL LEAVE 46
CALIFORNIA LACTATION BREAKS 53
CALIFORNIA LEAVE FOR QUALIFYING ACTS OF VIOLENCE 53
CALIFORNIA LITERACY ASSISTANCE 54
CALIFORNIA ORGAN DONATION LEAVE 54
CALIFORNIA OVERTIME 54
CALIFORNIA PAID FAMILY LEAVE BENEFITS 55
CALIFORNIA PREGNANCY DISABILITY LEAVE 55
CALIFORNIA REHABILITATION LEAVE 56
CALIFORNIA REPRODUCTIVE LOSS LEAVE 57
CALIFORNIA SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES 57
CALIFORNIA SICK AND SAFE TIME 58
CALIFORNIA TIME OFF FOR CRIME VICTIMS 59
CALIFORNIA TIME OFF FOR MILITARY SPOUSES 59
CALIFORNIA TIME OFF FOR SCHOOL RELATED ACTIVITIES 60
CALIFORNIA TIME OFF FOR VOLUNTEERS 61
CALIFORNIA VOTING LEAVE 61
CALIFORNIA WITNESS LEAVE 61
CALIFORNIA WORKERS' COMPENSATION 61
COLORADO BREAKS & MEAL PERIODS 61
COLORADO EQUAL EMPLOYMENT OPPORTUNITY 62
COLORADO FAMILY CARE ACT 62
COLORADO FAMILY & MEDICAL LEAVE INSURANCE (FAMLI) 63
COLORADO SICK & SAFE TIME 63
COLORADO OVERTIME 65
COLORADO PREGNANCY ACCOMMODATIONS 68
COLORADO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSULT, AND STALKING LEAVE 68
FLORIDA DOMESTIC VIOLENCE LEAVE 68
GEORGIA LACTATION ACCOMMODATION 69
ILLINOIS DISCRIMINATION & NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT) 69
ILLINOIS FAMILY BEREAVEMENT LEAVE 71
ILLINOIS FAMILY NEONATAL INTENSIVE CARE LEAVE 71
ILLINOIS JURY DUTY 72
ILLINOIS LACTATION ACCOMMODATIONS 72
ILLINOIS LEAVE FOR DOMESTIC, SEXUAL & GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE 73
ILLINOIS PREGNANCY & MENOPAUSE RELATED ACCOMMODATION 74
ILLINOIS MILITARY LEAVE ACT 75
ILLINOIS PAID LEAVE 76
ILLINOIS VOTING LEAVE 76
ILLINOIS VOLUNTARY EMERGENCY WORKERS LEAVE 76
ILLINOIS WITNESS LEAVE 76
INDIANA FAMILY MILITARY LEAVE 77
IOWA PREGNANCY LEAVE 77

MINNESOTA BONE MARROW DONATION LEAVE 77
MINNESOTA BREAKS & MEAL PERIODS (NON-EXEMPT EMPLOYEES) 77
MINNESOTA CRIME VICTIMS LEAVE 78
MINNESOTA DOMESTIC ABUSE OR HARASSMENT LEAVE 78
MINNESOTA EARNED SICK & SAFE TIME 78
MINNESOTA EQUAL EMPLOYMENT OPPORTUNITY 79
MINNESOTA FAMILY & MEDICAL LEAVE (COVERED BY FMLA) 80
MINNESOTA FAMILY MILITARY LEAVE 83
MINNESOTA NURSING MOTHERS, LACTATING EMPLOYEES, & PREGNANCY ACCOMMODATIONS 83
MINNESOTA ORGAN DONATION LEAVE 84
MINNESOTA PAID LEAVE 84
MINNESOTA RIGHT TO REVIEW PERSONNEL RECORDS 86
MINNESOTA SCHOOL CONFERENCE & ACTIVITIES LEAVE 86
MINNESOTA WAGE DISCLOSURE PROTECTIONS 86
MONTANA HANDBOOK DISCLAIMER 87
MONTANA PAYMENT OF WAGES UPON SEPARATION 87
MONTANA PREGNANCY LEAVE 87
NEBRASKA PREGNANCY ACCOMMODATIONS 88
NEBRASKA FAMILY MILITARY 88
NEBRASKA PAID SICK TIME 88
NEVADA LEAVE AND ACCOMMODATION FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT 89
NEVADA PREGNANCY ACCOMMODATIONS 90
NEW MEXICO PREGNANCY ACCOMMODATIONS 91
NEW MEXICO SICK AND SAFE TIME 92
NORTH CAROLINA SCHOOL ATTENDANCE LEAVE 92
OREGON BONE MARROW DONATION LEAVE 93
OREGON DISCRIMINATION & NON-HARASSMENT 93
OREGON DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE 93
OREGON LACTATION BREAKS 94
OREGON MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES) 94
OREGON PAID FAMILY AND MEDICAL LEAVE 95
OREGON SICK TIME 97
OREGON VICTIMS OF CRIMES 99
OREGON WORKPLACE ACCOMMODATIONS 99
SOUTH CAROLINA BONE MARROW DONATION LEAVE 99
SOUTH CAROLINA LACTATION ACCOMMODATIONS 99
SOUTH CAROLINA PREGNANCY ACCOMMODATIONS 100
UTAH PREGNANCY ACCOMMODATIONS 100
VIRGINIA PREGNANCY ACCOMMODATIONS 100
VIRGINIA REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES 101
WASHINGTON ABOUT THIS HANDBOOK/DISCLAIMER 101
WASHINGTON PAID SICK LEAVE (NON-EXEMPT EMPLOYEES) 102
WASHINGTON MEALS AND REST PERIODS (FOR NON-EXEMPT EMPLOYEES) 103
WASHINGTON PAID FAMILY AND MEDICAL LEAVE 104
WASHINGTON LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, OR HATE CRIME 108
WASHINGTON PREGNANCY ACCOMMODATIONS 109
WASHINGTON PREGNANCY & CHILDBIRTH LEAVE 109
WEST VIRGINIA PREGNANCY ACCOMMODATIONS 110
WISCONSIN FAMILY AND MEDICAL LEAVE 110
WISCONSIN LEAVE FOR EMERGENCY RESPONDERS 115
WISCONSIN ORGAN AND BONE MARROW DONOR LEAVE 116

I – INTRODUCTION

WELCOME

Welcome to Ames Construction! We are excited you've joined our team.

For more than 60 years, Ames has been improving quality of life across the United States. We build the highways and bridges that make travel safer. We build the structures that protect our communities from severe weather. We build the infrastructure that keeps homes and businesses powered and connected. And so much more.

Ames is a team-driven organization filled with capable, dedicated people who take on challenges and get the work done. Every day, on every project, jobsite safety is our number one priority.

We also take pride in how we work—looking out for one another, taking responsibility for our actions and building a strong future together.

The future of Ames has never been brighter, and our continued growth brings exciting and challenging opportunities. Welcome to the Ames team.

Justin Gabrielson
Chief Executive Officer & Chief Operating Officer

HOW WE WORK AT AMES

At Ames, how we work matters just as much as what we build. Our mission, values, culture, mentality, and brand promise define how we work—how we make decisions, treat people, and what others can expect from us.

Our Mission
We provide construction solutions in harmony with nature so our people, clients, partners, and communities flourish.

Our Core Values
Our values guide how we work every day.

- **People** – Building people who build people
- **Team** – Working together toward shared goals
- **Our Bond** – Doing what we say we will do
- **Persistence** – Meeting challenges with grit
- **Vision** – Seeing what's possible and making it real

Our Culture
Fueled by Family.
We look out for one another, take pride in our work, and build strong relationships rooted in trust and respect.

Our Brand Promise
Powered by Performance.
We deliver work safely, consistently, and without surprises.

II – THE WAY WE WORK

ABOUT THIS EMPLOYEE HANDBOOK

This employee handbook ("Handbook") is intended to provide employees with a general understanding of the employee policies of the Ames Family of Companies (referenced in this Handbook as "Ames" or "Company"). Employees are expected to familiarize themselves with the contents of this Handbook as soon as possible as it will answer many questions about employment.

This Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this Handbook. In addition, this handbook is subject to the terms of any applicable collective bargaining agreement.

The policies and programs outlined in this Handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of Ames will change from time to time. This Handbook is not a contract between you and Ames. We will periodically communicate updates of this Handbook to keep employees informed of changes. The Company reserves the right to modify, revoke, suspend, terminate, or change any policy, procedure, benefit, or program described in this Handbook at any time, with or without notice, subject to applicable law.

If you need more information, you should see your supervisor or Human Resources. Corporate Human Resources can be reached by phone at 952-435-7106.

AT-WILL EMPLOYMENT

Nothing in this Handbook, nor any other written or verbal communication, should be construed as creating a contract of employment or a guarantee of benefits for any specific period of time. This Handbook does not alter the at-will employment relationship between Ames and any of its employees. Employees have the right to terminate their employment with Ames at any time, with or without notice, and for any reason. Likewise, Ames may terminate the employment relationship at any time, with or without notice, and for any lawful reason.

No supervisor, manager, or other representative of Ames has the authority to enter into any agreement for employment for a specified period of time or to make any agreement that alters the at-will employment relationship. Any such agreement must be in writing and signed by the President of the Company or another specifically authorized executive.

Only a written agreement signed by both the employee and an authorized Company executive may modify an employee's at-will status. No oral statements, promises, policies, practices, or representations shall be interpreted as changing the at-will nature of employment.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Objective

Ames Family of Companies ("Ames") is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to enforce these principles and mandates. Ames prohibits discrimination and harassment of

any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran
and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law. Ames conforms to all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) applies to all aspects of the relationship between Ames and its employees, including recruitment, recruitment advertising, hiring, employment, pre-apprenticeship, apprenticeship, promotion, demotion, transfer, on or off the job training, layoff or termination, working conditions, wages and salary administration or other forms of compensation, employee benefits, and application of policies.

Affirmative Action

Ames and one or more of its subsidiaries are federal contractors or subcontractors subject to Title VII of the Civil Rights Act of 1964, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended ("Section 4212") and Section 503 of the Rehabilitation Act of 1973, as amended ("Section 503"). As such, it is Ames's policy to take affirmative action to employ, advance in employment, and otherwise treat qualified minorities, women, protected veterans, and individuals with disabilities without regard to their race/ethnicity, sex, veteran status, or physical or mental disability. Ames also will provide reasonable accommodation to the known physical or mental limitations of qualified individuals with disabilities unless the accommodation would impose undue hardship on the operation of the Company's business.

Dissemination and Implementation of Policy

The officers of Ames will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance, including monitoring all EEO activities and reporting the effectiveness of the Affirmative Action Plan as required by Federal, State, and Local agencies, and will maintain records compliant with applicable laws and regulations.

Procedures

Ames administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement that Ames is an equal opportunity employer.
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report any apparent discrimination or harassment to a member of management, an HR representative, general counsel, or the Compliance Reporting Helpline (800-495-5605).

Written Affirmative Action Plans are available for review by employees and applicants for employment by making a request with Human Resources.

REASONABLE ACCOMMODATIONS

Ames is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Ames has noticed may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resources. Accommodation requests can be made in writing using a form which can be obtained from Human Resources. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact Human Resources.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, Ames will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, Ames may initiate an interactive dialogue under certain circumstances, such as when Ames has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Ames initiates an interactive dialogue with an employee, it should not be construed as Ames's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with Ames any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Ames will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how Ames may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Ames will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Ames is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, Ames reserves the right to request supporting documentation to the maximum extent permitted by applicable law. Ames will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Ames will not allow any form of retaliation against employees who have requested an accommodation, for whom Ames has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process. Employees with questions regarding this policy should contact Human Resources.

ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY

Ames is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. Ames is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of Ames's anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.

Ames prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, hair style and hair texture, and any other status protected by state or federal law. In addition, Ames Construction prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

This policy applies to Ames applicants and employees (co-workers, supervisors, managers, and third-parties with whom employees come into contact, such as contractors and volunteers). In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from Ames Construction's premises, such as a business trip or business-related social function.

Discrimination

Discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on a protected category. Protected categories include race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship,

physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination also includes unequal treatment based upon an association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing a protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

Harassment

Harassment is defined as disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be:

- Verbal (such as slurs, jokes, insults, epithets, gestures, or teasing);
- Visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails); or
- Physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual Harassment

Sexual harassment is one type of harassment prohibited by this policy. Sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

1. Quid Pro Quo Sexual Harassment ("this for that")
    - Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
    - Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

2. Hostile Work Environment

Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Reporting

Ames Construction requires employees to report all incidents of discrimination, harassment or sexual harassment to a member of management, an HR representative, general counsel, or the Compliance Reporting Helpline (800-495-5605), whether they are witness or bystander to an incident or the object of the harassing or discriminatory behavior. Ames investigates all complaints of harassment and discrimination promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring. Appropriate disciplinary action will be taken against anyone who violates this policy. Based on the seriousness of the offense, disciplinary action is up to and including termination of employment. If investigations reveal other people were discriminated against, corrective measures will extend to all affected parties.

Aside from the Company's internal process, employees may choose to pursue formal legal remedies or resolution through local, state or federal agencies or the courts.

Retaliation

Retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy. Anyone who is found to have violated this aspect of the policy will be subject to disciplinary action up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and HR will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within Human Resources.

PERSONNEL RECORDS

Privacy and Disclosure of Employee Information
As part of employment with Ames, such as receiving benefits, employees may be asked for information about themselves and/or their family. Ames will disclose this information only with your authorization or as required by law.

Updating Personnel Records
It is important that personnel records are accurate and up-to-date. Any changes that take place with marital status, number of dependents, address, phone number, email, etc. should be updated in Workday. Please contact Area Human Resources if you need assistance.

Applicant Information
Ames will only use information obtained through an initial application or selection process to determine whether an applicant should be hired. Ames will not request information that does not pertain to the bona fide occupational qualifications of the advertised position prior to offering a position to a candidate. Ames will not retain applicant information for more than two years if the applicant is not hired for the position advertised.

Ames will not request Social Security number, date of birth, or driver license number unless the applicant is offered a position for which the applicant is applying, and if the information is required for pre-employment drug testing and government background testing purposes.

Application data will be retained electronically and will not be made available to anyone except:

- A government official, at the request of the government official;
- For performance review;
- For promotional consideration

If you have any questions, please contact Human Resources.

USE OF EMPLOYEE IMAGE AND LIKENESS

During the course of employment, employees may be photographed, recorded, or otherwise captured in connection with Company activities. Such activities may include, but are not limited to, training sessions, workplace events, promotional efforts, marketing materials, and internal or external communications. These materials may include an employee's image, likeness, voice, or name.

By accepting employment with the Company and acknowledging receipt of this Handbook, employees grant the Company permission to use, reproduce, and publish such photographs, recordings, and related media without further notice or additional compensation. Authorized uses may include, but are not limited to, print publications, digital platforms, and other electronic formats.

Employees who have questions or concerns regarding the use of their image or likeness are encouraged to contact Human Resources.

COMPLAINT RESOLUTION PROCESS

Ames encourages employees to bring their concerns to our attention. Employees should present the situation to your immediate supervisor. Your immediate supervisor knows you and your job best.

If the complaint involves your supervisor, or if you are not satisfied with your supervisor's response, or if for any reason you do not wish to bring the problem to your supervisor's attention, you may present your concern to Area Human Resources.

III - YOUR EMPLOYMENT

CATEGORIES OF EMPLOYMENT

Regular, Full-Time Employee
An employee who is scheduled to work a minimum of 40 hours per week. Regular, full-time, non-union employees are eligible for Company health and retirement benefits and paid time off.

Regular, Part-Time Employee
An employee who is generally scheduled to work less than 40 hours on a regularly scheduled basis. Part-time employees are eligible for statutory benefits and Ames 401k retirement benefits.

Intern/Temporary, Full-Time or Part-Time
Hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees/Interns are eligible for statutory benefits. Temporary employees and interns are generally not eligible for health benefits, except as required under the ACA. Interns are not eligible for retirement plan participation.

Contract Employee
An employee of a staffing agency or other independent entity who is engaged to work for Ames on a contractual basis, either full-time or part-time. Contract employees are not on the Company's payroll and are not eligible for any Company health or retirement plan benefits.

In addition to the preceding, employees are categorized as either "non-exempt" or "exempt".

Non-Exempt
Employees who are paid on an hourly basis and are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act, as amended, and applicable state law. Non-exempt employees are eligible to receive overtime pay.

Exempt
Employees who are paid on a salaried basis and are exempt from the minimum wage, overtime and certain timekeeping provisions of the Fair Labor Standards Act, as amended and applicable state law. Exempt employees are paid a pre-determined amount of pay regardless of the number of hours they work each week. Unless there is a project-specific provision which provides otherwise, exempt employees are not eligible to receive overtime pay.

Employees at Ames will also be categorized by type of work performed.

Craft
Foreman job level and below who work in the field, trades, and perform activities requiring manual dexterity or artistic skill. This includes active participating members of a trade union or association.

Non-Craft
Salaried Superintendent job level and above or performs office-type work in office or field office setting.

WORK WEEK

The standard payroll workweek is from 12:00am Sunday to 11:59pm the following Saturday. Each Senior Vice President or Corporate Department Executive will establish work hours in their sole discretion for their respective area/department. Each project site leader will establish project hours.

EMPLOYMENT OF RELATIVES

A member of an employee's family will be considered for employment provided the applicant possesses all the qualifications for employment. A family member may not be hired if doing so would:

- Create a direct supervisor/subordinate relationship with a family member; or
- Create an actual conflict of interest or the appearance of a conflict of interest.

The term "family" refers to spouse, parents, children, siblings, nieces, or nephews, in-laws, step parents, step siblings, and step children. For the purposes of this policy, this also includes close personal relationships that may be present at the time of employment, or a relationship that develops during your time with the company.

TERMINATION/RESIGNATION

Voluntary Separation

If you are considering resigning from your job, it is appropriate to discuss your plans with your supervisor before making your final decision. If you decide to resign, two (2) weeks' notice is appreciated to help coordinate schedules. Employees who leave in good standing may be considered for future rehire.

Final paycheck

Terminated employee's final paycheck will be available on the next pay date following the last pay period in which they worked unless otherwise requested, or as required by state and federal law. The final paycheck will include accrued and unused vacation, if any, plus hours worked. The balance of any money owed to the Company as repayment may be withheld from your final paycheck consistent with federal and state laws. Any negative vacation balance will be deducted from the employee's final payment. Union employees will receive their final payment in accordance with their respective Union Collective Bargaining Agreement.

Continuation of Medical Coverage (COBRA)

If you, your spouse, or your eligible dependents lose group health coverage due to a qualifying event, including termination of employment, reduction in hours, death, divorce or legal separation, Medicare entitlement, or a dependent child's loss of eligibility, you may be eligible to continue medical coverage at your own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or applicable state continuation laws. Continuation coverage is generally available for a limited period of time and may be extended in certain circumstances as permitted by law. Individuals electing continuation coverage are responsible for the required premiums and must make timely payments to maintain coverage. Eligible individuals will receive information regarding their continuation rights, election procedures, coverage options, and costs at the time of the qualifying event. This provision will be administered in accordance with applicable federal and state law and may be amended as necessary to remain compliant.

EMPLOYMENT REFERENCES AND VERIFICATIONS

Ames may receive inquiries from outside sources regarding the status of employment. When we receive such inquiries about employment, Ames has a strict policy of only providing dates of employment and title at Ames. If there is a request for income information, the employee must provide a written release authorizing Ames to provide income history. Employment verification requests should be sent to verifications@ameso.com or Human Resources.

EMPLOYMENT REFERRALS

Ames encourages employees to refer qualified applicants to apply for available positions. Ames' Equal Employment Opportunity (EEO) commitment also strongly encourages employees to refer qualified individuals with disabilities and protected veterans.

Employees can give referral information to their supervisor or refer them to Human Resources. When an employee refers someone directly to the company, the applicant should list the employee's name as a referral source.

Ames periodically offers on-the-job training opportunities. These training programs are designed for those with no experience or a limited amount of experience in one of the construction trades. Please refer applicants to your supervisor or Area Human Resources.

IV - HOW YOU GET PAID

PAYDAYS

Hourly/ Non-Exempt Employees
Normal payday for hourly employees is every Friday for work performed the preceding week, unless a union collective bargaining agreement (CBA) dictates otherwise. When the regular payday falls on a holiday, the payday will be the day preceding the holiday.

Salaried/ Exempt Employees
Salaried employees are paid on the 15th and the last day of each month. If the 15th or last day of the month falls on a weekend, paychecks will be received on the preceding Friday.

Any questions regarding paychecks or any deductions from paycheck should be addressed with the Area Controller or Payroll. Direct deposit and enrolling in electronic pay statements is recommended.

TIME REPORTING

Hourly/Non-Exempt employees track time worked on a weekly timesheet. The weekly timesheet is completed by the employee and must be approved by the employee's supervisor.

Overtime
Any overtime worked by non-exempt employees must be noted on the weekly timesheet and approved on the weekly time sheet by the employee's supervisor. Overtime should be approved in advance by the supervisor.

Submission of Timesheets
- **Craft*:*** Time should be submitted daily through HCSS Heavy Jobs software.
- **Non-Craft:** Weekly timesheets should be submitted on Fridays. For those who work on the weekends, timesheets must be submitted by Monday at 9:00am.

Note: Altering, falsifying, or tampering with time records or recoding time on another employee's behalf may result in corrective action up to and including termination. Timesheets that are incomplete or improperly executed may be rejected by the Area Controller or Payroll.

WAGE TRANSPARENCY & PAY DISCLOSURE

Ames with applicable federal, state, and local laws regarding pay transparency and wage disclosure. Employees may discuss or disclose their own wages and compensation as permitted by law. Ames will not discriminate or retaliate against an employee for exercising rights protected by applicable pay transparency or wage disclosure laws.

Employees should see the Appendix for specific state law.

V - TIME AWAY FROM WORK

COMPANY HOLIDAYS

Eligibility
Regular, full-time, non-union employees are eligible for holiday pay. Employees on worker's compensation, FMLA, short-term disability or a leave of absence are ineligible to receive paid holiday time.

Holidays Observed
Ames observes eight (8) paid holidays each year. If a holiday falls on a Saturday, it is celebrated the preceding Friday; if a holiday falls on a Sunday, it is celebrated the following Monday.

Company Holidays	
New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day

Process
Hourly employees should record holiday time on their timesheet. Holiday is paid at the employee's base pay rate. Employees, including those on project schedules, can only record eight (8) hours of holiday on his/her timesheet.

Overtime: Holiday pay will not count towards overtime calculation for non-exempt employees.

Working During Holiday: Employees working on an observed holiday will be paid one and a half (1.5) times the base rate for all hours worked. If an employee works less than eight (8) hours they will receive one and a half (1.5) times the base rate for the hours worked and receive holiday pay at the regular base rate to bring them up to a total of eight (8) hours. For example, if an employee works six (6) hours on a holiday, they will be paid six (6) hours at one and a half (1.5) times the base rate and receive two (2) hours of holiday pay at the regular base rate.

VACATION

Eligibility
Regular, full-time, non-union employees are eligible for vacation pay. Employees who are rehired within six (6) months of their departure will be credited with prior service for purposes of vacation accrual. There is no waiting period to use vacation time.

Years of Service	Accrual Rate Per Month (Non-Craft)	Accrual Rate Per Week (Craft/Non-Union)	Annual Accrual Rate Per Year	Maximum Accrual Cap
Up to 5 Years	6.67 Hours	1.54 Hours	80 Hours	120 Hours
5 to 9 Years	10.00 Hours	2.31 Hours	120 Hours	180 Hours
Over 10 Years	13.33 Hours	3.08 Hours	160 Hours	240 Hours

Accrual
Vacation will not accrue if an employee is on worker's compensation, FMLA, short-term disability or a leave of absence.

- **Non-Craft:** Non-Craft employees accrue vacation on a monthly basis. The monthly vacation accrual will be disbursed on the last day of each month. New non-craft employees will have their vacation accrual prorated for their first month of employment.
- **Craft/Non-Union:** Craft/Non-Union accrue vacation weekly. Vacation will not accrue if a craft/non-union employee has no payable hours for the week.

Vacation Increment Accrual
The years of service increment will occur on the employee's milestone anniversary date. The employee's new vacation accrual rate will be reflected on the next accrual date thereafter and is available for use.

Maximum Accrual
The maximum accrual is 1.5 times the yearly accrual rate. Once an employee reaches the accrual maximum, the vacation accrual will stop accruing until the vacation balance falls below the maximum.

Process
Employees should request time off from their supervisor. An employee may use their vacation benefit upon approval from their supervisor.

Time Entry
Vacation can only be recorded up to the employee's daily scheduled work hours. If the employee works and takes vacation time, they should reduce vacation time so that the total hours reported does not exceed their daily scheduled work hours.

- Craft/Non-Union: Vacation is recorded in HCSS. Vacation balances are available on employee paystubs.
- Non-Craft: Vacation is recorded in Workday. Vacation balances appear in Workday.

Pay Rate
Vacation is paid at the employee's base pay rate at the time of the absence.

Overtime
Vacation time does not count towards overtime calculation for non-exempt employees.

Termination
At termination, all accrued but unused vacation will be paid on the employee's last paycheck.

SICK LEAVE

Eligibility
Non-Union employees are eligible for sick time pay. Some state sick time laws may apply to union employees dependent upon the terms of the collective bargaining agreement (CBA). See the Handbook Appendix for specific information for federal projects and other state requirements.

Employees may use sick time for the following reasons:

- the employee's mental or physical illness, treatment or preventive care;

- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency;
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease; and
- to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.

Accrual Rate Per Every 30 Hours Worked	Accrual Maximum Calendar Year	Total Maximum Accrual Limit
1 Hour	56 Hours	80 Hours

Accrual
For every thirty (30) hours worked, employees will earn one (1) hour of sick time.

Maximum Accrual
- Calendar Year: Employees cannot accrue more than fifty-six (56) hours in a calendar year. Once an employee reaches the calendar year maximum, they will stop accruing for the rest of that calendar year.
- Total Accrual Limit: The total maximum accrual limit is eighty (80) hours. Once an employee reaches the total maximum accrual limit, sick time accrual will stop accruing until the sick time balance falls below the total maximum.

Process
- Unforeseeable: Employee should contact their supervisor as soon as possible.
- Foreseeable: Provide supervisor with as much advance notice as possible.

For absences of four (4) or more days, a physician's statement may be required. Contact Human Resources for FMLA (Family Medical Leave Act) or Short-Term Disability information in advance if possible.

Time Entry
Sick time can only be recorded up to the employee's daily scheduled work hours.
- Craft: Sick time is recorded in HCSS. Sick time balances appear on paystubs.
- Non-Craft: Sick time is recorded in Workday. Sick time balances appear in Workday.

Pay Rate
Sick time is paid at the employee's base pay rate at the time of the absence.

Overtime
Sick time does not count towards the overtime calculation for non-exempt employees.

Termination
At termination, the sick time balance will not be paid. Employees who are rehired within twelve (12) months will have their sick time balance reinstated.

Other Requirements
For states, counties, or cities under a mandated sick-time law or local directive, or employees working under a Federal contract requirement, the Company will abide by all applicable provisions, reasons for usage, and carryover. Please see the State Appendix for state specific rules or contact Human Resources.

BEREAVEMENT LEAVE

Regular, Full-Time, Non-Union employees may receive paid leave in the event of a death in their family.

- **Immediate Family:** Employees will receive five (5) paid days of bereavement leave for the death of a spouse, child, step-child, parent, or step-parent.
- **Extended Family:** Employees will receive three (3) paid days of bereavement leave for the death of a sibling, step-sibling, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, or sibling-in law, or step-parent-in-law. Other unpaid bereavement may be granted on a case-by case basis.

Employees should see the Appendix for specific state law.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Purpose
Ames provides job-protected, unpaid leave to eligible employees for certain family and medical reasons, in accordance with the federal Family and Medical Leave Act (FMLA). Where state law provides greater rights, Ames will follow the applicable state law (see the state appendix).

Eligibility
FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Leave Entitlement
The FMLA provides eligible employees with up to 12 weeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their family and medical leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or after placement for adoption or foster care, provided the leave is completed within 12 months of the birth or placement;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an

impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country.

Additional Military Family Leave Entitlement (Injured Servicemember Leave)

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

Employees must make reasonable efforts to schedule planned medical treatment so as not to unduly disrupt operations. Intermittent leave may be taken in the same increments permitted under Ames's paid time off policy. Ames may temporarily transfer an employee to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave.

Notice Requirements

- Foreseeable leave: Give at least 30 days' advance notice.
- Unforeseeable leave: Give notice as soon as practicable, generally the same or next business day, and follow normal call-in procedures.
- Give enough information for Ames to determine whether the leave may qualify under the FMLA. If the leave is for a reason already approved under the FMLA, reference that reason.

Requesting FMLA Leave

- Non-Union: Ames uses a third-party administrator, Prudential, to administer FMLA leave for non-union employees. To request leave, contact Prudential directly (877-367-7781, or www.prudential.com/mybenefits).
- Union: Please contact Area Human Resources.

Certification

Ames (or its administrator) may require medical certification to support a leave request for a serious health condition, or certification for a qualifying exigency or military caregiver leave. Employees must return complete and sufficient certification within 15 calendar days of the request, unless that is not practicable despite diligent, good-faith efforts. Ames may request recertification and second or third opinions as permitted by law. Failure to provide certification may result in denial of FMLA protection. For non-union employees, certification is submitted to and reviewed by Prudential; for union employees, certification is submitted to corporate Human Resources.

Ames Responsibilities

Within five business days of learning that an employee's leave may qualify under the FMLA, Ames (or its administrator) will notify the employee of their eligibility, their rights and responsibilities, and whether the leave is designated as FMLA leave.

Interaction with Paid Leave and Other Policies

FMLA leave is unpaid. Depending on the reason for leave, employees may use accrued paid time off, vacation, or sick leave at the same time as FMLA leave, following Ames's normal procedures for those policies. Paid leave accruals continue while paid leave is being used. Accruals do not continue during unpaid FMLA leave or when only disability payments are being received. Paid Parental Leave, short-term disability, and workers' compensation leave will run at the same time as FMLA leave when the absence qualifies.

Maintenance of Health Benefits

Ames will keep group health plan coverage in place during FMLA leave on the same terms as if the employee had continued working. Employees must continue paying their share of premiums. If an employee does not return from leave for reasons other than a continued serious health condition or circumstances beyond their control, Ames may recover premiums it paid during unpaid leave, as permitted by law.

Job Restoration

When the leave ends, employees will be returned to the same position or an equivalent one with equivalent pay, benefits, and other terms of employment. Use of FMLA leave will not cause the loss of any benefit accrued before the leave. Employees returning from leave for their own serious health condition must provide a fitness-for-duty certification if Ames requires one. Certain highly compensated "key employees" may be denied restoration when permitted by law.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources (952-435-7106). The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA. The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations. U.S. Department of Labor, Wage and Hour Division: 1-866-487-9243 (1-866-4-USWAGE) | TTY: 1-877-889-5627 | www.dol.gov/agencies/whd.

Please see the Employee Rights Under the FMLA Notice for more information. To request FMLA leave, see Requesting FMLA Leave above.

PARENTAL LEAVE

Purpose
Ames offers paid parental leave so employees can care for and bond with a newborn. This leave runs concurrently with FMLA and state leave, as applicable.

Leave Benefits
- Maternity Leave: Six (6) weeks of 100% paid maternity leave;
- Paternity Leave: One (1) week of 100% paid paternity leave; or
- Adoption Leave: Six (6) weeks (primary caregiver) or one (1) week (secondary caregiver) of 100% paid adoption leave.

Eligibility
To be eligible:
Regular, full-time employees must meet one of the following criteria:
- Maternity Leave: Has given birth to your child;
- Paternity Leave: Partner has given birth to your child; or
- Adoption Leave: Has adopted a newborn child (as primary or secondary caregiver)

Benefits Duration
- In a rolling twelve-month period, eligible employees will receive a maximum of:
    - Maternity Leave: Six (6) weeks of paid leave per birth;
    - Paternity Leave: One (1) week of paid leave per birth; or
    - Adoption Leave: Six (6) weeks (primary caregiver) or one (1) week (secondary caregiver) of paid leave per birth.
- Leave must be taken in one continuous period:
    - Maternity Leave: Immediately following the birth or adoption.
    - Paternity Leave: Within six months following the birth.
    - Adoption Leave:
        - Primary Caregiver: Immediately following the birth or adoption.
        - Secondary Caregiver: Within six months following the birth.

Coordination with Other Policies
- Employees under this policy are ineligible for short-term disability or state paid leave, if applicable.
- Leave taken under this policy will run concurrently with leave under the FMLA and state paid leave, if applicable.
- Health benefits are continued and the employee is responsible for any missed premiums.

Requests for Paid Parental Leave
1. Notify Supervisor and Human Resource at least 90 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
2. Once the birth has occurred, employee must submit child's record of birth or adoption documentation.

Please see the complete Parental Leave Policy on the Benefits Resource page.

LACTATION ACCOMMODATION

Ames supports employees who choose to express breast milk after the birth of a child. Eligible employees will be provided reasonable break time each time they need to express milk, for up to one year after the child's birth or longer where required by applicable law.

Break time should run concurrently with existing paid rest and meal periods when possible. Additional break time may be unpaid, unless the employee is not completely relieved from duty or applicable law requires payment. Exempt employees' pay will not be reduced for lactation breaks.

Ames will provide a private space, other than a bathroom, that is shielded from view and free from intrusion by others. At jobsites and field locations, Ames will work with the employee to identify a suitable private space, such as a trailer or other enclosed area.

Employees should notify their supervisor or Area HR of the need for lactation accommodation. Ames will respond promptly and work with the employee through an interactive dialogue, including any additional accommodations available under the Pregnant Workers Fairness Act or applicable state law.

Ames prohibits discrimination and retaliation against employees for requesting or using lactation accommodations. Concerns should be reported to Human Resources. Employees may also contact the U.S. Department of Labor Wage and Hour Division or their state labor agency.

Employees should see the Appendix for specific state law.

MILITARY LEAVE

Eligibility

Employees are eligible for military leave in accordance with State and Federal law. Generally, employees reporting for active duty or training, whether on a voluntary or involuntary basis, in the Armed Forces, the Army National Guard, or the Air National Guard (“uniformed services”) are eligible for military leave in accordance with Uniformed Services Employment and Reemployment Rights Act (USERRA).

Request for Military Leave

Employees should request a military leave of absence with Human Resources as soon as possible. Eligible employees will be granted a military leave of absence for up to five (5) years cumulatively. Leaves of absence in excess of five (5) years will be granted in accordance with applicable law.

Pay and Benefits

For eligible employees who commence leave for active military duty or training, the Company will pay the difference for military duty if the employees’ documented military pay (base pay) is less than the employee’s base pay for up to one year while the employee is engaged in military training and/or on active duty. If the employee's military pay is more than or equal to their base pay, the company will not provide any differential pay. Only base pay will be considered, other types of pay are excluded. Military pay is exhausted after the maximum one year and the employee may choose to either use vacation time during military leave or elect to take an unpaid leave of absence.

Benefits
During the paid military leave period (up to one year), the employee's medical, dental and vision benefits will continue in effect on the same basis as an active employee. Life, accidental death and dismemberment, and disability insurance will not be continued or payable during military duty. Employees who continue military duty after the paid military leave period (up to one year) will no longer be eligible. The employee will be responsible for paying premiums before leave commences, if applicable.

Return
Upon returning from service, members of the armed services and its Reserve components will be reinstated to their previous job role, or similar a role, without loss of seniority or benefits and without any break in service for pension purposes in accordance with USERRA.

Employees should see the Appendix for specific state law.

JURY DUTY

To provide income protection while an employee carries out their civic responsibility, Ames provides employee's regular pay for time spent serving on jury duty.

Eligibility
Regular, full-time employees are eligible to receive regular pay for a maximum of 120 hours. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis. Jury duty pay does not count towards overtime calculation for non-exempt employees. Please contact Human Resources for state specific information.

Process
Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should provide notification and a copy of the subpoena or jury summons to their supervisor and human resources. Jury duty payments will be made only upon presentation of the proper documentation from the courthouse for each day in attendance.

Employees should see the Appendix for specific state law.

WITNESSES/VICTIMS

Employees, who are victims or the victim's immediate family member or subpoenaed witness, needing reasonable time off from work to attend criminal proceedings related to the victim's case will be granted unpaid time off, though the employee may use available paid sick time for any time missed for this purpose. An employee must give advance notice unless it is impracticable or an emergency prevents the employee from doing so. The employee may have to provide verification that supports the employee's reason for being absent from the workplace. Retaliation against employees who take leave under this policy is strictly prohibited.

Employees should see the Appendix for specific state law.

VOTING LEAVE

Ames believes that each employee should have the opportunity to exercise their right to vote in a general election. Since the polls are open extended hours, in most instances, employees may vote before or after work. However, if a work schedule does not provide time to vote during non-working hours, employees will be granted reasonable time off to vote during work hours according to legal requirements and state law.

Employees should see the Appendix for specific state law.

VI - ON THE JOB – RESPONSIBILITY

CODE OF CONDUCT

Expectations

- All employees are expected to know and must comply with the Code of Conduct.
- Any officer, partner, director, or employee violating this Code is subject to discipline, which may include demotion or dismissal.
- All employees have a duty to report all suspected violations of the Code or other potentially unethical behavior by anyone, including officers, directors, partners, employees, agents, clients, subcontractors and suppliers, to your immediate supervisor or through any of the other reporting options provided herein.
- Employees in management positions are accountable for their own conduct and the conduct of those reporting to them. Each management employee is expected to inform those reporting to them about this Code and take all necessary steps to ensure compliance with this Code.
- No employee has the authority to direct, participate in, approve or tolerate any violation of the Code by anyone. Any employee who has questions about the application of this Code should consult their immediate supervisor, Senior Vice President, Corporate Compliance Officer, Human Resources Director, an attorney in the Ames Legal Department, or anonymously through the Compliance Reporting Helpline (1-800-495-5605).

Key Principles

The Code of Conduct covers 19 key principles:

1. Our Commitment
2. Obey the Law
3. Act Ethically
4. Promote a Positive, Open, Safe, Non-Discriminatory, and Ethical Work Environment
5. We Strive for Quality in All That We Do
6. Protecting the Environment
7. Avoid Conflicts of Interest
8. Recordkeeping
9. Public Disclosures
10. Competition and Antitrust Laws
11. Political Contributions and Activities
12. Confidential Information
13. Use of Assets
14. Use of Electronic Communications
15. Contract Payment and Claims
16. Disadvantaged Business Enterprises and Small Business
17. Compliance Assessments
18. Anti-Human Trafficking, Modern Day Slavery
19. Business Courtesy

Please consult the full Code of Conduct policy for more detailed guidance.

Reporting Unethical Conducts or Violations

All complaints will be investigated with care and discretion.

As an Ames employee, it is your obligation to report all suspected or actual violations of the law or this Code immediately to your supervisor. This applies to suspected conduct, regardless of the identity of position of the suspected offender. You may also report your concerns to your immediate supervisor, Senior Vice President, Corporate Compliance Officer, Human Resources Director, an attorney in the Ames Legal Department, or anonymously through the Compliance Reporting Helpline (1-800-495-5605).

Compliance Reporting Helpline
You may report a violation anonymously by calling the Compliance Reporting Helpline: **1-800-495-5605**

You may also report a violation by email, QR Code or online at: **reportaconcern@amesco.com**; or, **amesconstruction.navexone.com**.

Please consult the full Code of Conduct policy for more detailed guidance.

ATTENDANCE

Ames realizes that there will be occasions when an employee will be absent or unavoidably detained. On these occasions, it is essential that employees promptly notify their supervisor of the reason for the absence or lateness and provide the supervisor with the time and date of the expected return or arrival to work.

Failure to notify your supervisor of your inability to report for scheduled work, excessive absenteeism, early departures, or tardiness can lead to disciplinary actions up to and including termination of employment. Ames reserves the right to request a physician's statement to verify absence due to illness or injury. In addition, an employee may be required to present a Fitness-for-Duty Certificate before returning to work.

Job Abandonment
Two (2) consecutive days without proper notification will be considered a voluntary "quit without notice."

Severe Weather
Management will determine if it is advisable to cease operations due to weather conditions. Employees should call their supervisor about potential cancellations and are expected to use prudent judgment in deciding whether or not to report for work when severe weather conditions exist.

Cell Phones Use in the Workplace
Employees who bring cellular telephones to work shall not allow them to become a distraction. This includes normal work hours and while performing Company work. Lunch breaks are an appropriate time for workers to use personal cell phones. Violations of this, including excessive use of personal phones, will be subject to disciplinary action, including termination.

DRESS CODE GUIDELINES

Office Locations
The dress code is "business casual" unless otherwise instructed. For purposes of this policy "Business Casual" is considered:

- Top: collared or dress shirts; sweaters; blouses; and Ames apparel.
- Bottom: dress pants or slacks; jeans without holes or tears; and dresses or skirts at an appropriate length.

Client Locations
Employees should conform to the customer's dress policy. If there are any questions related to what is appropriate at a specific site, always ask for guidance.

Project Sites
Employees are required to wear clothing that meets our safety guidelines as described: proper fitted clothing that does not restrict movement; heavy fabric pants or jeans; steel toed shoes; safety glasses; shoulder-length hair or longer must be tied back to prevent being caught in equipment.

The following will not be allowed under any circumstances
Clothing with offensive pictures or language; halter/tank tops; shorts; revealing clothing; and clothing with holes or tears.

The Company reserves the right to address issues related to this policy as they arise in a non-discriminatory manner. If you have any question regarding appropriate attire, you should ask your supervisor or Human Resources.

COMPANY PROPERTY & EQUIPMENT

Employees are expected to use proper care when using Ames's property and equipment. If you lose, break or damage any property, report it to your supervisor immediately. Notify your supervisor if any tools, equipment, machines, vehicles, computers, etc. appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Property and equipment may not be removed from the premises without the proper authorization from management. Employees are not permitted to use Company property, tools, equipment, or facilities for non-company business. Should you leave the Company, all tools, equipment, computers, credit cards, company cell phones, or other company property must be returned. Exceptions to this policy may only be authorized by the CEO/COO or Area SVP.

SOLICITATION

Because it can be disruptive to the work of others, solicitation or distribution of literature on Ames property or work sites is generally prohibited. If you have a specific request, please contact your supervisor or Area Human Resources.

VII - SAFETY IN THE WORKPLACE

SAFETY EXPECTATIONS

It is Company policy to protect and safeguard our employees against all industrial injuries or illnesses.
To accomplish this, Ames has established regulations and guidelines promoting good safety practices. These are discussed in the Corporate Safety & Health Manual.

You must use all safety devices provided for your job. If you see any violation of safety regulations or practices by your fellow employees, call it to their attention. If you see any unsafe conditions or anything needing correction, please report these to your supervisor or the Safety Department as soon as possible.
Failure to follow established safety rules and policies will result in immediate disciplinary action, up to and including termination of employment.

It is the policy of Ames to provide a work environment as free as is feasible from recognized hazards. You are expected to comply with all safety and health requirements whether they are established by Ames or by federal and/or state law.

Any accident that occurs at an Ames worksite, be that of a client, visitor, or employee, should be reported immediately to your supervisor or to the Corporate or Regional Human Resources Department. If your supervisor or other appropriate personnel are not available, call 911 Emergency. In addition, safety hazards or unsafe conditions that could have caused an injury or even a "near miss" should be reported.

Report the incident/injury to your immediate supervisor or Area Safety.

It is our goal to ensure that you are taken care of in case of injury on the job. We will make every effort to see to it that you receive excellent care, and have a speedy recovery and return to work. In addition, we have a "Return to Work" and "Light Duty" programs to return you to work if you have specific limitations during your recovery.

In addition, Ames also requires that work areas be kept clean and orderly at all times. You are responsible for maintaining your work area in a clean and orderly fashion at all times. Ames will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees yet appropriate for the nature of our operations. You should inform your supervisor of any concerns about working conditions.

WEAPONS

Ames is committed to maintaining a safe, secure environment and productive work-related activities. A proactive step toward is to reduce the risk of injury or death associated with intentional or accidental use of firearms or weapons.

Ames prohibits carrying or possession of a firearm or any type of weapon by employees acting in the course or scope of employment. Firearms or weapons are prohibited from entering the work site premises, job-site area, or

any related facility. A conceal and carry permit does not preclude the individual from this condition, unless otherwise required by law.

WORKPLACE NON-VIOLENCE

Violence and threats of violence by an employee or anyone else against an employee will not be tolerated. If you receive or overhear any threatening communications from an employee or outside third party or see damage being done to company property, report it to your supervisor or Safety immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor on our premises, contact an emergency agency (such as 911) and a member of management immediately.

VIII – TECHNOLOGY & COMMUNICATION IN THE WORKPLACE

ACCEPTABLE USE POLICY

Purpose
The purpose of the Acceptable Use Policy (AUP) is to establish clear guidelines on the appropriate use of Information Resources. This policy aims to protect confidentiality, integrity, and availability of data, ensure operational continuity, and comply with relevant legal and regulatory standards. By doing so, we help maintain a secure and productive work environment.

Audience
This policy applies to all employees, contractors, consultants, third-party users, vendors, and external entities interacting with Information Resources.

Policy
1. Acceptable Use
Personnel must adhere to company policies when using Information Resources.
Allowed Uses:
- Accessing resources for business purposes.
- Encrypting sensitive information to enable authorized access.

Prohibited Actions:
- Using resources for personal financial gain.
- Sharing offensive, obscene, or illegal material.
- Conducting activities that degrade system performance or circumvent security measures.
- Using unauthorized tools, software, or cloud platforms (shadow IT).

Personnel must report any theft, loss, or unauthorized disclosure of resources to the Information Security Officer immediately.

2. Access Management
- Access is granted based on a "need to know" principle, ensuring users only access the resources required for their roles.
- Remote access must occur through approved secure methods.
- Sharing authentication credentials (e.g., passwords, PINs, tokens) is prohibited.
- All access privileges must be reviewed regularly to ensure consistency with job roles.

3. Authentication/Passwords
- Passwords must comply with the following:
  - Minimum length, complexity, and regular rotation.
  - Avoiding reuse across multiple systems.
  - Prohibition against storing passwords in plain text or hard coding them.
- Multi-Factor Authentication (MFA) is mandatory for accessing sensitive resources.
- Compromised credentials must be reported and changed immediately.

4. Clear Desk/Clear Screen
- Confidential information must be stored securely when workspaces are unattended.
- Devices and keys must be locked when not in use.

- Posting passwords visibly is prohibited.

5. Technology and Security Use

Security Compliance:

- Adhere to firewalls, antivirus software, and patch protocols.
- Regularly update devices to mitigate vulnerabilities.
- Report security incidents promptly to the Information Security Officer.

Email and Internet Usage:

- Emails must remain professional and business-related; incidental personal use is permitted but must be minimal.
- Encrypt emails and attachments containing sensitive data.
- Internet use must align with business purposes, avoiding excessive personal browsing.

Hardware and Software:

- Only approved hardware and software may be used on systems.
- Unauthorized software installations or configurations are prohibited.

6. Mobile Devices and Bring Your Own Device (BYOD)

- Personal devices must comply with Mobile Device Management (MDM) policies.
- Secure configurations, such as encryption and VPNs, are mandatory for accessing resources.
- Lost or stolen devices must be reported to the Information Security Officer immediately.

7. Removable Media

- Use of removable media (e.g., USB drives, external hard drives) is limited to authorized personnel and authorized purposes only.
- Sensitive data stored on removable media must be encrypted.
- Any loss or theft of removable media must be reported immediately to the Information Security Officer.

8. Privacy

- Personal and confidential information must only be accessed when required for business purposes and authorized.
- Compliance with relevant privacy laws is mandatory.

9. Social Media

- Confidential company information must not be shared on social media platforms.
- Employees must refrain from posting work-related activities without prior approval where proprietary information is involved.

10. Monitoring Compliance

- The company reserves the right to monitor the use of resources for compliance.
- Monitoring methods include automated tools, periodic audits, and activity reports.

11. Remote Work Guidelines

- Secure home networks must be used when working remotely (e.g., strong passwords, avoiding public Wi-Fi).
- Physical security measures must be applied to remote workstations (e.g., safeguarding laptops, using screen privacy filters).

12. IT Resource Disposal

- All IT resources no longer in use must be securely disposed of, ensuring complete data sanitization.
- The disposal process must follow environmental regulations and company policies.

13. Incident Reporting

- Security incidents, including violations of this policy, must be reported immediately to the Information Security Officer.
- Reports should detail the nature of the incident, affected resources, and immediate steps taken.

14. Shadow IT Detection

- Personnel are prohibited from using unauthorized tools or applications not approved by IT.
- IT will monitor shadow IT usage and enforce corrective measures.

15. Incidental Use

- Personal use of resources must remain minimal and not interfere with business operations.
- Excessive or disruptive personal use may lead to disciplinary action.

Acknowledgment and Compliance

By acknowledging this policy, personnel confirm their understanding and agreement to comply with its guidelines. Annual mandatory training will reinforce awareness and provide updates as needed.

COMMUNICATIONS POLICY

Ames engages clients, partners, and the public through television, radio, magazines, social media, websites, email, and many other channels. The following information is provided as guidance on how to engage audiences in all forms of communication.

Communications Standards

The following rules apply in all communications related to Ames. It is important that you understand these standards. If you do not fully understand them, please ask your supervisor.

Be Careful

- Do not share confidential/private information about Ames or Ames internal communications.
- Do not share non-public Ames financial, legal, or operational information, or trade secrets.
- Do not share information pertaining to Ames services, clients, or client agreements.

Be Responsible

- Do not misrepresent your role at Ames or say that you speak for the Company.
- Do not break the law—follow all applicable laws (e.g., copyright, fair use, financial disclosure, privacy laws).
- Do not send or receive communications that may cause legal action against, or embarrassment to, Ames or its clients.

Be Respectful

- Do not engage in name calling, profanity, fighting words, harassment, bullying, gruesome language, or the like.

- Do not use discriminatory language or images, including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender, gender expression, national origin, citizenship, disability, marital status, or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances.

Ownership

All information located on Ames Information Resources is the property of Ames. This information may be subject to open records requests and may be accessed in accordance with this policy.

Official Ames Communication

The Ames Marketing and Communications (AMAC) team is tasked with the development of marketing campaigns, messaging, and communications. This team can get your message in front of a wider or more targeted audience to achieve better engagement. AMAC uses established company channels that carry the weight of "Ames Construction" behind them, which raises the value of your message as one that comes from the company.

To share your message:

1. Send the content for your communication (photos, videos, and written information) to the AMAC team.
2. AMAC will contact you directly with any questions during the development of the communication.
3. AMAC will submit the finalized content to you and your leadership for final approval.
4. AMAC will publish your message on all appropriate internal and/or external channels.

Personal Communications Representing Ames

When publishing, posting, or interviewing for Ames -relevant content in a personal capacity, you should first contact your leadership to ensure this is an approved communication. A disclaimer should accompany the content. An example disclaimer is: "The opinions and content are my own and do not necessarily represent Ames's position or opinion."

Be Aware

- You are personally responsible for the content you publish.
- Creating any public media account intended to represent Ames, including any account that could reasonably be assumed to be an official Ames account, requires the express permission of Ames Marketing and Communications.

When discussing Ames or Ames -related matters, you should:

1. Identify yourself by name,
2. Identify yourself as an Ames representative, and
3. Make it clear that you are speaking for yourself and not on behalf of Ames, unless you have been explicitly approved to do so.

Personal Communications

Ames recognizes your right to free speech. If you identify as an Ames employee in a communication, we ask that you follow the Communications Standard above. If you identify with Ames and do not follow the communications standards, corrective action may be taken, up to and including termination.

Newly Developed Communication Channels

New channels of communication are developing all the time. It is Ames' intent to keep up with these developments as they occur. AMAC will evaluate each new channel as it develops to determine if it is a channel that the company should officially use.

IX - YOUR EMPLOYEE BENEFITS

EMPLOYEE BENEFITS

Full-time, non-union employees who work at least 30 hours per week are eligible for health benefits beginning the first of the month after hire. Employees must enroll within 30 days from the date of eligibility or waive coverage. If coverage is waived, the next enrollment opportunity would be during annual open enrollment or if there is a qualified life event. Annual open enrollment and new hire enrollment elections are completed through the enrollment form.

Detailed descriptions of the benefits programs, benefit summaries, and summary plan descriptions (SPDs) are provided to new hires on their first day of employment and posted on the intranet. For questions, please contact Human Resources. Ames reserves the right, within its sole discretion, to change or withdraw any and all employee benefits at any time, with or without notice.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Ames offers confidential resources available 24/7 to all employees and their immediate family members. You may contact Lyra directly at 1-877-849-1353. The initial ten (10) visits are provided at no cost. More information and resources can be found on the Ames Mental Health & Well-Being Resource website: https://www.amesconstruction.com/subpillar/wellness.

PROFESSIONAL DEVELOPMENT

Professional development opportunities increase employee's skills and enhance their contributions to Ames, and an employee's work performance is vital to the success of the Company. Providing professional development to our employees is an investment in their careers and the organization's future. Professional development can be obtained through attendance at conferences, seminars, workshops, or webinars that will assist the employee in performing their essential job functions and increase the employee's contribution to the organization.

If an employee is interested in attending a professional development opportunity that relates to their career development, they should gain prior authorization for attendance and reimbursement from their supervisor before registering. Full time employees will receive regular pay if the training is held during a normal workday.

Ames Construction

VERIFICATION & RECEIPT OF AMES CONSTRUCTION HANDBOOK

Please carefully read this acknowledgement and receipt of the Handbook because it contains important information regarding your employment with Ames Construction.

By signing your name you certify that:

- You have received a copy of the Ames Construction Handbook and agree to read and familiarize yourself with its contents.
- You understand that statements in the Handbook are guidelines, practices, or policies and are not intended to create any contractual or other legal obligations, or to alter the at-will nature of your employment with Ames.
- You understand and acknowledge that the policies, guidelines, and practices described in the Handbook are subject to change at the sole discretion of Ames at any time, and without prior notice except as otherwise required by law.
- You understand that it is your responsibility to read and comply with the policies, guidelines, and practices contained therein and as revised. Additionally, it is your responsibility to read and to familiarize yourself with all updated portions of the Handbook that may change over time. Updates/changes may occur through electronic communication. You may print the most up-to-date version on the Human Resources Ames Intranet or request a copy from Human Resources at any time.

Should you have any questions about the Handbook or this acknowledgement form, it is your responsibility to review these with Ames Construction Human Resources.

_____
Employee Name (Print)

_____
Employee Signature

_____
Date

Return this form to Human Resources within 5 days of receipt of the Handbook. It will be maintained in your personnel file.

X – STATE-SPECIFIC ADDENDA

FEDERAL PROJECTS

FEDERAL PAID SICK LEAVE FOR FEDERAL CONTRACTORS

Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, requires certain employers that contract with the Federal Government to provide employees working on or in connection with those contracts with one (1) hour of paid sick leave for every thirty (30) hours they work—up to 56 hours of paid sick leave each year.

Covered employees are permitted to use paid sick leave for their own illness, injury, or other health-related needs, including preventive care; to assist a family member who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking. More information about the paid sick leave requirements is available at www.dol.gov/whd/govcontracts/eo13706

The Wage and Hour Division (WHD), which is responsible for making sure employers comply with Executive Order 13706, has offices across the country. WHD can answer questions, in person or by telephone, about your workplace rights and protections. WHD can investigate employers and recover wages to which workers may be entitled. All services are free and confidential. If you are unable to file a complaint in English, WHD will accept the complaint in any language.

The law prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Executive Order.

ARIZONA

ARIZONA EARNED PAID SICK TIME

Employees in Arizona may use earned paid sick time for absences due to:

1. the employee's mental or physical illness, injury or health condition; the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; the employee's need for preventive medical care;
2. care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. closure of the employee's place of business by order of a public official due to a public health emergency or the employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
4. a covered purpose relating to domestic violence, sexual violence, abuse or stalking to allow the employee to obtain (for himself or herself or for a family member) medical attention, services from a victims' organization, counseling, relocation and/or legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in-loco-parentis or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of the employee or the employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic

partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

ARIZONA NOTIFICATION OF CONSTRUCTIVE DISCHARGE

Employees are encouraged to communicate to the Company by contacting Human Resources whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under Ariz. Rev. Stat. § 23-1502, the employee may be required to notify the Company in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the Company alleging that the working condition forced the employee to resign.

Under the law, the employee may be required to wait 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Company. The employee may be entitled to a paid or unpaid leave of absence of up to 15 calendar days while waiting for the Company to respond to the employee's written communication about the employee's working condition. If employees have any questions regarding this policy, they should contact Human Resources.

CALIFORNIA

CALIFORNIA BEREAVEMENT LEAVE

Employees who have been employed for at least 30 days may take bereavement leave of up to five (5) days upon the death of a family member. For the purposes of this policy, a family member includes a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, designated person, or parent-in-law.

Bereavement leave need not be consecutive but must be completed within three (3) months of the family member's death.

Bereavement leave will be unpaid, except to the extent the employee is eligible for paid bereavement leave under the Ames Bereavement Leave policy. If not eligible for paid bereavement leave under the general Bereavement Leave policy or eligible for less than five (5) days, the employee may elect to use accrued [vacation, personal days, or sick leave] to receive pay for this leave. Receipt of paid bereavement leave under any general Bereavement Leave policy will run concurrently with the employee’s bereavement leave entitlement under this policy. Additionally, the substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee’s bereavement leave entitlement.

If requested by the Company, employees must provide documentation of the death of the family member within 30 days of the first day's leave. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The Company will maintain the confidentiality of any employee requesting leave under this policy including documentation provided to the Company related to a request for leave. Employees wishing to utilize bereavement leave should contact Human Resources. Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

CALIFORNIA BONE MARROW DONATION LEAVE

California employees who have been employed for at least 90 days may request a leave of absence for up to five (5) business days in any one-year period to undergo a medical procedure to donate bone marrow. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The employee must use any accrued vacation time, sick leave or paid time off for this leave, but the use of vacation accrual, sick leave or paid time off does not extend the term of this leave. If accrued vacation, sick leave or paid time off is not available, the time off for such

procedure shall be paid, but the paid time off shall not exceed five (5) days. Bone marrow donation leave will not be designated as FMLA or CFRA leave time. Employees will receive health benefits for the duration of their Bone Marrow Donation Leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave.

CALIFORNIA BREAKS & MEAL PERIODS

Rest Break

Non-exempt employees in California who work three-and-one-half (3.5) or more hours per day are authorized and permitted one (1) 10-minute rest break for every four (4) hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if employees work more than six (6) hours, but no more than 10 hours in a workday, they are authorized and permitted to take two (2) 10-minute rest breaks: one (1) during the first half of a shift and a second rest break during the second half of the shift. If employees work more than 10 hours but no more than 14 hours in a day, they are authorized and permitted to take three (3) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four (4) hours or major fraction thereof as is practical. Employees do not need to obtain their supervisor's approval or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with another rest break or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the work day to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

Ames also provides cool down rest and recovery periods as needed to prevent heat illness as required by law for employees who perform work: (1) outdoors when temperatures are 80 degrees or higher or (2) indoors where temperatures are 82 degrees or higher.

Meal Breaks

Employees in California who work more than five (5) hours in a workday are provided an unpaid, off-duty meal period of at least 30 minutes. Employees are responsible for scheduling their own meal periods, but they should confirm them with their supervisor. Meal periods must begin no later than the end of the fifth hour of work. For example, the employee who begins working at 8:00 a.m. must begin the meal period no later than 12:59p.m. When scheduling a meal period, employees should try to anticipate workflow and deadlines.

Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30-minute meal period. Employees entitled to a second meal period should schedule their second meal period so it begins no later than before the end of their tenth hour of work, meaning the meal period should begin after working no more than nine (9) hours, 59 minutes.

During meal periods, employees are relieved of all duty and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. These employees are expected to clock back in and promptly return to work at the end of any meal period. Those employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Unless otherwise directed by a supervisor in writing, employees do not need to obtain a supervisor's approval or notify a supervisor when taking a meal period. Employees are to immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal Break Waiver

If no more than six (6) hours of work will complete the day's work, employees may voluntarily waive the meal period in writing. Employees should see Human Resources to obtain this waiver form. If the employee works no more than twelve (12) hours, the employee can waive the second meal period, but only if the first meal period was received and not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. Employees should see Human Resources to obtain this waiver form. Employees who work more than 12 hours may not waive, and should take, their second unpaid, off-duty, and uninterrupted 30-minute meal period.

No Working During Rest Breaks and Meal Periods
Employees in California are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside the work area, such as in a break room. Employees may leave the premises during rest breaks and meal periods. Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period. Employees, including those in a sensitive position like security or information technology, are not expected to remain "on call" or available to respond to messages, monitor radios, telephones, email, or other devices during meal periods and rest breaks.

Employees are required to immediately notify Human Resources if they believe they are being pressured or coerced by any manager, supervisor or other employee not to take any portion of a provided rest break or meal period.

CALIFORNIA EQUAL EMPLOYMENT OPPORTUNITY

Policy
Ames is committed to providing a professional work environment free from discrimination, harassment, and retaliation. Ames is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we adopt and maintain this Equal Employment Opportunity (EEO) policy to encourage professional and respectful behavior and prevent discriminatory, harassing, or retaliatory conduct in our workplace. We will implement appropriate corrective action(s), up to and including discipline, in response to misconduct – including violations of this policy – even if the violation does not rise to the level of unlawful conduct.

Ames prohibits discrimination and harassment based on the following characteristics: race (includes traits associated with race, like protected hair styles), color, caste, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, reproductive health decision making, age (40 years and over), sexual orientation, veteran or military status, domestic violence victim status, political affiliation, use of cannabis off the job and away from the workplace, and any other characteristic protected by state or federal anti- discrimination law covering employment.

Ames recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices to allow those employees to perform the essential functions of their jobs. For more information, please review Ames's reasonable accommodation policy. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor or the human resources unit.

Ames prohibits discrimination and harassment based on an employee requesting or taking any type of leave from work that is protected by law, such as family and medical leave, pregnancy disability leave, reproductive loss leave, bereavement leave, time for jury duty, time to appear in court as a witness (including but not limited to as a victim of crime), time off to obtain relief such as a restraining order, or another other leave taken or requested pursuant to state or federal law.

Ames prohibits retaliation against a person who engages in activities protected under this policy or state or federal law. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All Ames employees are expected to assume responsibility for maintaining a work environment that is free from

discrimination, harassment, and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection
This policy applies to applicants for employment at, and employees (co-workers, supervisors, and managers) of Ames. As used in this policy, the term "employee" includes contractors and volunteers in our workplace.

This policy applies to all conduct with a connection to an employee's work, even when the conduct takes place away from Ames's premises, such as in a virtual workspace being used by remote workers, on a business trip, or at a business- related social function.

Applicant / Employee Rights
- The right to an application process and/or work environment that is free of discrimination, harassment, and retaliation
- The right to file a complaint of discrimination, harassment, or retaliation
- The right to report inappropriate conduct, which employees are encouraged to do immediately and, whenever possible, in writing
- The right to a full, impartial, and prompt investigation by Ames or its designee into allegations of conduct that would violate this policy
- The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation
- The right to be represented by a person of the complainant's choosing at each and every stage of the complaint process
- The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process
- The right to file a complaint directly with the California Civil Rights Department, the federal Equal Employment Opportunity Commission, or other appropriate state or federal agencies, and to file a civil action in the appropriate court

Discrimination
As used in this policy, "discrimination" means the unequal treatment of an employee or applicant in any aspect of employment and based solely or in part on any protected characteristic listed above on page 3. Discrimination violates this policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Discrimination also violates this policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

Harassment
As used in this policy, "harassment" means disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is based solely or in part on any protected characteristic listed above on page 3. Harassment violates this policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Harassment also violates this policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

Sexual Harassment
As used in this policy, "sexual harassment" means harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, or sexual orientation. It includes all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexual harassment does not have to be of a sexual nature and sexual harassment does not need to be motivated by sexual desire. In addition, sexual harassment may include situations that began as a consensual dating or sexual relationship, but that later became a relationship that was not welcomed by one of the people involved. Sexual harassment is generally categorized into two types:
1. Quid Pro Quo Sexual Harassment ("this for that") includes but is not limited to:

- Submitting to sexual harassment in order to keep one's job, get a new job, or receive an employment benefit or opportunity
- Making decisions about an employee based on their acceptance or rejection of sexual harassment

2. Hostile Work Environment Sexual Harassment
   - Unwelcome conduct on the basis of sex, gender, gender identity, gender expression, or sexual orientation by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. When the conduct is not welcome, severe or pervasive, and based on sex, gender, gender identity, gender expression, or sexual orientation.

Retaliation

As used in this policy, "retaliation" means any adverse employment action taken against an applicant or employee because that person participated in activity protected under this policy or reasonably thought to be protected under this policy. Examples of protected activities include, but are not limited to:

- Reporting or assisting someone in reporting suspected violations of this policy
- Cooperating in investigations or proceedings arising out of a violation of this policy
- Filing a complaint with the California Civil Rights Department or the U.S. Equal Employment Opportunity Commission

"Adverse employment action" is conduct or an action that materially affects the terms and conditions of the applicant's or employee's employment status or is reasonably likely to discourage the person from engaging in a protected activity. Even actions that do not result in a direct loss of compensation or in termination may be regarded as an adverse employment action when considered in the totality of the circumstances.

Sexual Harassment Training Requirements

California law requires that every two years, all employees receive training to increase their understanding of workplace sexual harassment and provide them with tools to prevent such harassment.4 This training must include information about preventing harassment based on sexual orientation, gender identity, and gender expression, as well as information about employees' role in creating an underlying culture of mutual respect in our workplace. Specific components of the training include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not aligned with this policy.

Reporting and Addressing Violations of This Policy

Any employee or applicant who experiences or witnesses behavior they believe violates this policy is encouraged to immediately tell the offending individual to stop and that the behavior is inappropriate, but only if they feel comfortable doing so. The applicant or employee should also immediately report the alleged violation to their supervisor, manager, or the EEO Representative. There is no chain of command when contacting the EEO Representative: an employee may contact the EEO Representative directly without first seeking supervisory approval. If the person accused of violating the policy is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager, or the EEO Representative. A complaint may be verbal or in writing. Written complaints may be made using the Ames EEO Complaint Form. Please contact Area HR for the form.

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the EEO Representative, and must follow that officer's instructions of how best to proceed.

Ames will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a written or verbal complaint, Ames may initiate an investigation if it has reason to believe that conduct may have violated this policy. Moreover, even where a complainant conveys a request to withdraw their initial complaint, Ames may continue the investigation to ensure the workplace is free from discrimination, harassment, and retaliation. Ames will also investigate anonymous complaints. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, Ames may need to do an environmental assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, Ames will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with Ames's ability to fulfill its obligations under this policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.

Upon completion of the investigation, if misconduct is substantiated, Ames will take appropriate corrective and preventive action in order to stop the conduct – up to and including discipline where warranted – prevent its recurrence and remedy its effects.

Contact information for Ames's EEO Representatives:

Corporate Compliance/EEO Manager:
Katie Odegaard
Phone: 952-435-7106
Address: 2500 County Rd 42 W
Burnsville, MN 55337

California HR/EEO Manager:
Samantha Lucas
Phone: 951-356-1275
Address: 391 N Main Street, Suite 302
Corona, CA 92880

Corrective Action Guidelines

Ames will take appropriate corrective action(s) up to and including discipline against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the person responsible for the misconduct as well as Ames.

Filing Complaints with State and Federal Agencies

Employees and applicants may also file complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Civil Rights Department

- Website: www.calcivilrights.ca.gov
- Complaint-filing portal: https://ccrs.calcivilrights.ca.gov/s/
- General information: (800) 884-1684 (voice), (800) 700-2320 (TTY), or California's Relay
- Service at 711
- Email: contact.center@calcivilrights.ca.gov

U.S. Equal Employment Opportunity Commission

- Website: www.eeoc.gov/employees
- General information: (800) 669-4000, (800) 669-6820 (TTY), or (844) 234-5122 (ASL
- Video Phone)
- Email: info@eeoc.gov

CALIFORNIA FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Additionally, employees who are CFRA-eligible have certain rights to take both a pregnancy disability leave (PDL) and CFRA leave for the birth of a child.

This policy provides employees with information concerning FMLA/CFRA entitlements and obligations they may have during such leaves and also explains differences between FMLA, CFRA, and PDL. Where more than one (1) of the laws applies, leave taken may be counted under more than one law at the same time to the extent permitted by the applicable law(s). For example, where leave for a pregnancy disability is also FMLA-qualifying, the leave will count against both FMLA and PDL entitlements. However, PDL is separate from and does not count against employees' CFRA leave entitlement. (Please consult the Pregnancy Disability Leave policy for more information on PDL.) This policy will be interpreted to comply with the law(s)

that apply to a particular leave.
If employees have any questions concerning FMLA/CFRA leave, they should contact Human Resources.

I. Eligibility

The FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration. To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive) and 2) have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. All California employees who meet these two (2) criteria are eligible for CFRA leave. California employees also may be eligible to take leave for FMLA reasons if they are eligible for CFRA leave and work at a worksite where 50 or more employees are located within 75 miles.

II. Entitlements for FMLA/CFRA Leave

A. Basic FMLA/CFRA Leave Entitlement

The FMLA/CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined by a rolling 12-month period measured backward from the date the employee uses their family and medical leave. In some instances, leave may be counted under the FMLA but not CFRA or CFRA but not the FMLA. Leave may be taken for any one (1), or for a combination, of the following reasons:

1. Disability due to pregnancy, childbirth, or related medical condition (counts only toward FMLA leave and PDL leave entitlements);
2. Bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements);
3. For placement with the employee of a child for adoption or foster care and to care for the newly placed child (counts toward FMLA and CFRA leave entitlements);
4. To care for the employee's spouse, child, or parent with a serious health condition (counts toward FMLA and CFRA leave entitlements);
5. To care for the employee's registered domestic partner, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition (counts towards CFRA entitlements only, except when grandparent, grandchild, or sibling meets FMLA definition of parent or child);
6. For the employee's own serious health condition (excluding pregnancy) that makes the employee unable to perform (1) one or more of the essential functions of their job (counts toward FMLA and CFRA leave entitlements); and/or
7. Because of any qualifying exigency arising out of the fact that the employee's spouse, registered domestic partner, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty status) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country (counts toward FMLA/CFRA leave entitlements, except that leave taken for a registered domestic partner counts towards CFRA leave entitlement only).

Leave to care for child after birth or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement.

Under the FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice, or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.

Under the CFRA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care or any period of incapacity, or continuing treatment by a health care provider. The CFRA defines "inpatient care" broadly and includes a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with inpatient care, or any period of incapacity. A person will be considered an "inpatient" when they are formally admitted to a health care facility with the expectation that they will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines

"incapacity" as the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment or the recovery that it requires.

Under the CFRA, a "designated person" means any individual related by blood or whose relationship with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Ames may limit an employee to one designated person every 12-month period for family care and medical leave.

Under the FMLA and CFRA, subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment or incapacity due to pregnancy (FMLA only) or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include 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.

A leave of absence in connection with a workers' compensation injury/illness or for which the employee receives disability or State of California Paid Family Leave benefits shall run concurrently with FMLA/CFRA leave.

B. Additional Military Family Leave Entitlement (FMLA Only)

In addition to the basic FMLA/CFRA leave entitlement described above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember is available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five-(5-) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definition of a serious illness or injury for current Armed Forces members and covered Veterans are distinct from the definition of "serious health condition" applicable to leave to care for a family member or the employee's own illness or injury.

C. Intermittent Leave and Reduced Leave Schedules

FMLA/CFRA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA/CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember (FMLA only). Intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if they do not receive treatment by a health care provider. Intermittent leave can also be taken for any qualifying exigency.

Employees also are eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-(2-)week increments, but the Company permits two (2) occasions where the leave may be for less than two (2) weeks.

D. Health Insurance Benefits Schedules

During FMLA/CFRA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

E. No Work While on Leave

The taking of another job while on FMLA/CFRA leave or any other approved leave of absence is prohibited except as authorized by the Company or permitted by applicable law.

F. Restoration of Employment and Benefits

At the end of FMLA/CFRA leave, employees generally have a right to return to the same or equivalent positions they held before the FMLA/CFRA leave. There is an exception for certain "key employees" under the FMLA that applies to leave for a seriously ill or injured covered servicemember (the CFRA does not have an exception for "key employees"). The Company will provide notice if employees qualify as "key employees" if it intends to deny reinstatement and any applicable rights in such instances.

Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

G. Notice of Eligibility for, and Designation of, FMLA/CFRA Leave

Employees requesting FMLA/CFRA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA/CFRA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA/CFRA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA/CFRA-qualifying or non-qualifying, if not FMLA/CFRA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company will respond to a leave request within five (5) business days. Once given, approval shall be deemed retroactive to the date of the first day of the leave. The Company may designate FMLA/CFRA leave retroactively with appropriate notice provided that doing so does not cause harm or injury to employees. In other cases, the Company and employees can mutually agree that leave is retroactively designated as FMLA/CFRA leave.

H. Employee Obligations for FMLA/CFRA Leaves

a. Provide Notice of the Need for Leave

Employees who take FMLA/CFRA leave must notify, in a timely manner, the Company of their need for FMLA/CFRA leave. The following describes the content and timing of such notices.

i. Content of Notice

To trigger FMLA/CFRA leave protections, employees must inform Human Resources of the need for FMLA/CFRA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA/CFRA leave specifically or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA/CFRA-qualifying. For example, employees might explain that:

1. A medical condition renders them unable to perform the functions of their job;
2. They are pregnant;
3. They or a covered family member have been hospitalized overnight;
4. They or a covered family member are under the continuing care of a health care provider;
5. The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status; or
6. If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFRA leave under this policy. Employees must respond to the Company's lawful questions to determine if absences are potentially FMLA/CFRA-qualifying.

If employees fail to explain the reasons for FMLA/CFRA leave, the leave may be denied. When employees seek

leave due to FMLA/CFRA-qualifying reasons for which the Company has previously provided FMLA/CFRA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA/CFRA leave.

ii. Timing of Notice

Employees must provide 30 days' advance notice of the need to take FMLA/CFRA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must notify the Company of the need for leave as soon as practicable under the circumstances. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA/CFRA notice obligations, may have FMLA/CFRA leave delayed or denied.

b. Cooperating in the Scheduling of Leave

When planning medical treatment for themselves or family members or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt Company operations. Employees must consult with the Company prior to scheduling treatment in order to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the applicable health care provider. To the extent permitted by applicable law, when employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for employees or family members, including a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

c. Submit Initial Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA/CFRA leave sought, employees may be required to submit medical certifications supporting their need for FMLA/CFRA-qualifying leave. As described below, there generally are three types of FMLA/CFRA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the responsibility of employees to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests employees to provide FMLA/CFRA medical certifications, they must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide them at least seven (7) calendar days to address deficiencies. The Company will delay or deny FMLA/CFRA leave to employees who fail to address deficiencies or otherwise fail to submit requested medical certifications in a timely manner.

The Company (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate a medical certification.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient FMLA/CFRA medical certifications.

i. Initial Medical Certifications

Employees requesting leave because of their own or a covered family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins.

If the Company has reason to doubt the validity of an initial medical certification regarding the employee's own serious health condition, it may require the employee to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require the employee to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee. The Company will reimburse employees for any reasonable "out of pocket" travel expenses incurred to obtain second or third medical opinions.

ii. Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. In cases of leave that qualifies under CFRA, recertification will be requested only when the original certification has expired and additional leave is requested.

iii. Return-to-Work Release

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions must provide the Company with a release to return to work from their healthcare provider stating they are able to resume work. Employees taking intermittent leave may be required to provide a return-to-work release for such absences up to once every 30 days if reasonable safety concerns exist regarding their ability to perform their duties. The Company may delay and/or deny job restoration until employees provide return-to-work releases.

d. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require them to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to active duty status and the dates of the military member's covered active duty service and, 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness as allowed by the FMLA only, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

e. Reporting Changes to Anticipated Return Date

If the anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice (i.e., within two (2) business days) of their changed circumstances and new return-to-work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

f. Substitute Paid Leave for Unpaid FMLA Leave

Employees are required to substitute accrued paid time while taking an unpaid FMLA/CFRA leave as follows:

- If employees request FMLA/PDL leave because of disability due to pregnancy, childbirth, or related medical conditions (excluding absences for which they are receiving short-term disability benefits), they must first substitute any accrued paid sick leave for unpaid family/medical leave. Employees may make a written request to substitute accrued, unused vacation, or other paid time off benefits for unpaid FMLA/PDL leave once their sick time is exhausted.
- If employees request FMLA/CFRA leave because of their own serious health condition (excluding absences for which they are receiving workers' compensation or short-term disability benefits), they must first substitute any accrued paid vacation, sick, or other paid time off for unpaid family/medical leave.
- If employees request FMLA/CFRA leave to care for a covered family member with a serious health condition (excluding absences for which they are receiving Paid Family Leave benefits), they must first substitute any accrued paid vacation or other paid time off for unpaid family/medical leave. Once vacation or other paid time

off is exhausted, upon their request, they can substitute paid sick leave for unpaid FMLA/CFRA leave to care for a covered family member with a serious health condition.

- If employees request FMLA/CFRA leave to bond with a newborn or newly placed child (excluding absences for which they are receiving Paid Family Leave benefits), they must first substitute any accrued paid vacation or other paid time off for unpaid leave.

For purposes of this substitution requirement, leave is not "unpaid" during any time for which the employee is receiving compensation from the State of California under its State Disability Insurance or Paid Family Leave programs or when receiving compensation from worker's compensation. Employees will not be required to use accrued paid leave hours during any time off under this policy for which they are receiving compensation under these programs. However, where applicable and permitted by law, they will be required to use paid leave accruals during any waiting periods applicable to these programs, and upon written request, the Company will allow them to use accrued paid time off to supplement any paid workers' compensation, disability, or Paid Family Leave benefits.

The substitution of paid time off for unpaid family/medical leave time does not extend the length of FMLA/CFRA leaves and the paid time off runs concurrently with the FMLA/CFRA entitlement.

g. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA/CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, the Company will deduct employees' shares of the health plan premium as a regular payroll deduction. If FMLA/CFRA leave is unpaid, employees must pay their portion of the premium through a method determined by the Company upon leave. The Company's obligation to maintain health care coverage ceases if the premium payment is more than 30 days late. If the payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

If employees do not return to work for at least 30 calendar days after the end of the leave period (unless they cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA/CFRA leave.

I. Coordination of FMLA Leave with Other Leave Policies

The FMLA and CFRA do not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA/CFRA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact Human Resources.

QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/CFRA LEAVE

If employees have questions regarding this policy, they should contact Human Resources. The Company is committed to complying with the FMLA and CFRA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and CFRA.

For additional information regarding rights and responsibilities under the Family and Medical Leave Act (FMLA), employees may contact the U.S. Department of Labor, Wage and Hour Division (WHD), at 1-866-4-US-WAGE (1-866-487-9243), visit a local WHD office, or access FMLA resources through the U.S. Department of Labor website. Employees may also contact the WHD if they believe their FMLA rights have been violated.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

CALIFORNIA LACTATION BREAKS

Ames supports the legal right and necessity of employees who choose to express milk in the workplace. This policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breast milk.

The Company will provide a reasonable amount of break time for employees who wish to express breast milk for their infant child each time the employee has a need to express milk, in accordance with applicable local, state, and federal law. If possible, the break time must run concurrently with rest and meal periods already provided. If break time cannot run concurrently with rest and meal periods, it will be unpaid, to the extent permitted by applicable law. The Company will provide breastfeeding employees with space, in close proximity to their work area, that is shielded from view and free from intrusion from co-workers and the public. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being used for lactation purposes.

Employees who need a lactation accommodation should submit a request for possible accommodation to Human Resources. Upon receiving an accommodation request, the Company will respond to the employee within five (5) business days. The Company and the employee shall engage in an interactive process to determine the appropriate accommodations.

California law expressly prohibits discrimination or retaliation against lactating employees for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations. Employees have the right to file a complaint with the Labor Commissioner for any violation of the rights underlying this policy. Employees can consult Human Resources with questions regarding this policy.

CALIFORNIA LEAVE FOR QUALIFYING ACTS OF VIOLENCE

Any employee who is a victim or whose family member is a victim of a qualifying act of violence, may take unpaid leave for up to 12 weeks in any 12-month period for the following reasons:

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

If any employee's family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the employee may only take a leave of 10 days under this policy. If the employee's family member is a victim who is not deceased as a result of a crime, and the employee is not a victim, and the employee takes leave to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare, the employee may only take leave for five (5) days.

For purposes of this policy, “family member” means a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person. “Designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Employees may only designate one (1) person per 12-month period.

For purposes of this policy, “qualifying act of violence” means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: domestic violence; sexual assault; stalking; or an act, conduct, or pattern of conduct that includes any of the following:

- In which an individual causes bodily injury or death to another individual;
- In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
- In which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

Ames may require proof of the employee’s participation in these activities. Whenever possible, employees must provide their supervisor reasonable notice before taking any time off under this policy.

Employees may substitute any accrued vacation, sick, or other time off for the leave under this policy. Leave under this policy does not extend the time allowable under the "Family and Medical Leave" and “California Family Rights Act” policies in this handbook.

No employees will be subject to discrimination or retaliation because of their status as a victim or whose family member is a victim of a qualifying act of violence. Any employee who is a victim, or whose family member is a victim of a qualifying act of violence may request other workplace accommodations such as a transfer, schedule modification, implementation of safety measures, or referral to victim assistance. The Company will engage in a good faith interactive process to determine reasonable accommodations, considering any immediate danger, so long as it does not cause undue hardship on business operations.

CALIFORNIA LITERACY ASSISTANCE

Ames will provide assistance to employees who require time off to participate in an adult education program for literacy assistance. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department. The Company will attempt to make reasonable accommodations by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the Company. The Company will attempt to safeguard the privacy of employees’ enrollment in an adult education program.

CALIFORNIA ORGAN DONATION LEAVE

California employees who have been employed for at least 90 days may request a paid leave of absence for up to 30 business days in any one-year period to undergo a medical procedure to donate an organ. Employees can request an additional 30 days of unpaid leave in any one-year period for this same purpose. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The one-year period is measured from the start of the leave.

For an initial request for organ donation leave, the employee must use up to two weeks of accrued vacation, sick leave or paid time off for this leave, but the use of vacation accrual, sick leave or paid time off does not extend the term of the leave. If accrued vacation, sick leave or paid time off is not available, the time off for such procedure shall be paid however the paid time off shall not exceed 30 days. Organ donation leave will not be designated as FMLA or CFRA leave time. Employees will receive health benefits for the duration of their organ donation leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee’s right to salary adjustments, sick leave, vacation and paid time off or seniority.

CALIFORNIA OVERTIME

When Ames experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for

monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Non-exempt employees generally will be paid overtime at the rate of time and one-half (1.5) times their regular rate of pay for all hours worked in excess of eight (8) hours in one (1) day or 40 hours in one (1) week, or for the first eight (8) hours on the seventh (7th) consecutive day in the same workweek. Non-exempt employees generally will be paid double-time for hours worked in excess of 12 in any workday or in excess of eight (8) on the seventh (7th) day of the workweek. Employees may work overtime only with management authorization.

CALIFORNIA PAID FAMILY LEAVE BENEFITS

Employees may be eligible to receive benefits through the California Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD), when they take leave to:

- Care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner with a serious health condition;
- Bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or
- Participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States.

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if the employee is eligible for such benefits.

If employees need to take time off work for any of the reasons set forth above, they must advise Ames, and they will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local EDD Office for further information. Employees should maintain regular contact with the Company during the time off work so the Company may monitor the employee's return-to-work status. In addition, the employee should contact the Company when ready to return to work so the Company may determine what positions, if any, are open.

Employees taking time off work for any of the reasons set forth above are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave/California Family Rights Act Leave, if applicable. Please see the "Family and Medical Leave/California Family Rights Act" policies in this handbook for eligibility requirements, if applicable.

CALIFORNIA PREGNANCY DISABILITY LEAVE

If employees are disabled by pregnancy, childbirth or related medical conditions, they are eligible to take a pregnancy disability leave (PDL). If affected by pregnancy or a related medical condition, employees also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for employees to take intermittent leave or work a reduced schedule, the Company may require them to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four (4) calendar months (one-third of a year or 17 1/3 weeks), following the commencement date of taking a pregnancy disability leave. For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis. The PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced

hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by PDL.

To receive reasonable accommodation, obtain a transfer or take a PDL, employees must provide sufficient notice so the Company can make appropriate plans. Thirty days' advance notice is required if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Employees are required to obtain a certification from their health care provider of the need for pregnancy disability leave or the medical advisability of an accommodation or for a transfer. The certification is sufficient if it contains: (1) a description of the requested reasonable accommodation or transfer; (2) a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and (3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer. A medical certification indicating disability necessitating a leave is sufficient if it contains: (1) a statement that the employee needs to take pregnancy disability leave because of disability due to pregnancy, childbirth or a related medical condition; (2) the date on which the employee became disabled because of pregnancy; and (3) the estimated duration of the leave. Upon request, the employee will be provided with a medical certification form that the employee can take to the doctor. As a condition of returning from pregnancy disability leave or transfer, the Company requires the employee to obtain a release from a health care provider stating ability to resume the original job duties with or without reasonable accommodation.

PDL is unpaid. At the employee's option, the employee can use any accrued vacation time or other accrued paid time off as part of the PDL before taking the remainder of leave on an unpaid basis. Ames requires, however, that the employee use any available sick time during the PDL. The substitution of any paid leave will not extend the duration of the PDL. Employees who participate in the Company's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Benefit continuation under PDL is distinct from benefit continuation for employees who also take birth bonding leave under the California Family Rights Act. Employees should make arrangements for payment of their share of the insurance premiums. Ames encourages employees to contact the California Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of the leave.

If employees do not return to work on the originally scheduled return date, nor request in advance an extension of the agreed upon leave with appropriate medical documentation, they may be deemed to have voluntarily terminated their employment with the Company. Failure to notify the Company of their ability to return to work when it occurs or continued absence from work because the leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of employment with the Company, unless employees are entitled to Family and Medical Leave or entitled to further leave pursuant to applicable law. Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position.

Taking a PDL may affect some benefits and the employee's seniority date. The employee may request more information regarding eligibility for PDL and the impact of the leave on seniority and benefits.

Any request for leave after the disability has ended will be treated as a request for family care leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), if the employee is eligible for that type of leave. PDL runs concurrently with FMLA (but not CFRA). Employees should refer to the FMLA policy. Employees who are not eligible for leave under the CFRA or FMLA will have a request for additional leave treated as a request for disability accommodation.

CALIFORNIA REHABILITATION LEAVE

Ames is committed to providing assistance to our employees to overcome substance abuse problems. The Company will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include time off without pay or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the Company. Employees may also use accumulated sick days,

if applicable, for this purpose.

Employees should notify Human Resources if they need such accommodation. The Company will take reasonable steps to safeguard privacy with respect to enrollment in an alcohol or drug rehabilitation program.

CALIFORNIA REPRODUCTIVE LOSS LEAVE

Employees who have been employed for at least 30 days will be provided with up to five (5) days of reproductive loss leave following a reproductive loss event. Employees who experience more than one (1) reproductive loss event within a 12-month period are limited to 20 days of reproductive loss leave in a 12-month period. For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if the employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other the Company policies. The employee may elect to use accrued (vacation, personal days, or sick leave) to receive pay during any unpaid leave taken under this policy. Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee's reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave. The Company will maintain the confidentiality of any employee requesting leave under this policy including information provided to the Company related to a request for leave.

CALIFORNIA SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is Company policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors. If the employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

Exempt salaried employees receive a salary which is intended to compensate for all hours worked for the Company. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time-to-time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under state law, salary is subject to certain deductions. For example, the employee's salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability, if the available paid sick leave has been exhausted;
- intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if other available paid leave has been exhausted;
- to offset amounts received as payment for jury and witness fees or military pay;
- during the first or last week of employment in the event the employee works less than a full week; and
- any work week in which the employee performs no work for the Company.

Salary also may be reduced for certain types of deductions, such as the employee portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a 401(k) or pension plan. In any workweek in which the employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- partial-day absences for personal reasons, sickness or disability;
- absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday;
- absences for jury duty, attendance as a witness or military leave in any week in which the employee has performed any work; and
- any other deductions prohibited by state or federal law.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to their supervisor. If the supervisor is unavailable or if employees believe it would be inappropriate to contact that person (or if they have not received a prompt and fully acceptable reply), they should immediately contact Human Resources.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

CALIFORNIA SICK AND SAFE TIME

Eligibility

Pursuant to the Healthy Workplaces, Healthy Families Act, Ames provides paid sick leave to employees who work for Ames in California for 30 or more days within a year. For employees who work in California who are eligible for sick time under another policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than any other policy and/or any other applicable sick time/leave law or ordinance.

Usage

In California, paid sick leave may be used for the following reasons:

1. For diagnosis, care, or treatment of an existing health condition of or preventive care for, the employee or the employee's family member;
2. To serve on an inquest jury or trial jury;
3. To appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding;
4. To attend judicial proceedings related to certain felonies or other covered crimes that the employee or the employee's family member was a victim of, including, but not limited to, any delinquency proceeding, a post-arrest release decision, plea, sentencing, postconviction release decision, or any proceeding where a right of that person is an issue;
5. For any employee who is a victim or whose family member is a victim of a qualifying act of violence:
    a. To obtain or attempt to obtain any relief for the employee or a family member, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim;
    b. To seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence;
    c. To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence;
    d. To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence;
    e. To participate in safety planning or take other actions to increase safety from future qualifying acts of violence;
    f. To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare;
    g. To provide care to a family member who is recovering from injuries caused by a qualifying act of violence;
    h. To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence;
    i. To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the

qualifying act of violence; or

j. To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence; or

6. Any other reason required by applicable law.

For purposes of this policy, family member means a child (including biological, adopted, or foster child, stepchild, legal ward, or
a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic
partner; parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; sibling; or a designated person. Employees are limited to selecting one (1) designated person per 12-month period for paid sick days.

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

- Domestic violence;
- Sexual assault;
- Stalking; or
- An act, conduct, or pattern of conduct that includes any of the following:
  - An individual causes bodily injury or death to another individual;
  - An individual exhibits, draws, brandishes, or uses a firearm or other dangerous weapon with respect to
  - another individual; or
  - An individual uses, or makes a reasonably

Enforcement & Retaliation

Retaliation or discrimination against any employee who requests paid sick days or uses paid sick days or both is prohibited and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against any employee. If employees have any questions regarding this policy, they should contact Human Resources.

CALIFORNIA TIME OFF FOR CRIME VICTIMS

Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement may take time off work to attend judicial proceedings related to the crime. Employees may also take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. "Immediate family member" is defined as a person to whom the employee is legally married under the laws of any state, domestic partner, child, child of a registered domestic partner, stepchild, or person to whom employee stood in loco parentis when the person was a minor, sibling, stepsibling, half-sibling, parent, stepparent, foster parent, or legal guardian.

Employees must give their supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to Ames of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the Company with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office or the victim/witness office that is advocating on behalf of the victim.

Employees may elect to use accrued paid vacation time, paid sick leave time, or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

CALIFORNIA TIME OFF FOR MILITARY SPOUSES

If the employee works, on average, at least 20 hours per week and their spouse is a qualified member of the United States Armed Forces, the National Guard or the Reserves, the employee is eligible to take leave for a period of up to 10 days while

their spouse is home during a qualified leave period. When the employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave. Leave granted under this policy is unpaid. However, employees may use accrued, unused vacation time.

Notice

Within two (2) business days of receiving official notice that the employee's spouse will be on leave the employee must provide notice to the Company of their intent to take military spouse leave. The employee must submit written documentation to the Company certifying that during the requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

Definitions

For the purposes of this policy, the following definitions apply:

- "Qualified Member" means any of the following:
- a member of the United States Armed Forces who is deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- a member of the National Guard who is deployed during a period of military conflict; or
- a member of the Reserves who is deployed during a period of military conflict.

"Period of Military Conflict" means any of the following:

- a period of war declared by the U.S. Congress; or
- a period of deployment for which members of the Reserves are ordered to active duty.

"Qualified Leave Period" means the period during which the qualified member is on leave from deployment during a period of military conflict.

CALIFORNIA TIME OFF FOR SCHOOL RELATED ACTIVITIES

Employees that work at a location with 25 or more employees are provided unpaid time off up to 40 hours in one (1) calendar year if they are parents (including individuals acting in the capacity of a parent under the law), guardians, stepparents, foster parents or grandparents with custody of a child attending, or of age to attend, a licensed child care provider or kindergarten through Grade 12. The unpaid leave must be used for the following child-related activities:

1. to find, enroll or reenroll the child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of the child.
2. to address a child care provider or school emergency, meaning that the child cannot remain in school or with a child care provider due to one of the following:
    - the school or child care provider has requested that the child be picked up or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
    - behavioral or discipline problems;
    - closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
    - a natural disaster, including, but not limited to, fire, earthquake or flood.

The amount of time off for reason #1 cannot exceed eight (8) hours in any calendar month of the year. Prior to taking leave for reason #1 above, the employee must provide reasonable notice of the planned absence to their Supervisor. The employee must give notice to their Supervisor when taking leave for reason #2 above.

If more than one parent of a child is employed at the same worksite, leave for the reasons above apply, at any one time, only to the parent who first gives notice, such that another parent may take a planned absence simultaneously as to that same child for the reasons above, but only if the parent obtains approval from their Supervisor for the requested time off.

Employees may be required to provide documentation of their participation in these activities. Parents, guardians or grandparents with custody of schoolchildren who have been suspended also are allowed to take unpaid time off to appear

at the school pursuant to the school's request. Employees must use accrued paid time off for purposes of the leave taken under this policy.

CALIFORNIA TIME OFF FOR VOLUNTEERS

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel are permitted unpaid time off, not to exceed 14 days per calendar year, for the purpose of engaging in fire, law enforcement, or emergency rescue training.

Employees are also permitted unpaid time off from work to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If the employees request time off under the policy, they must notify their direct supervisor immediately after the need for the leave becomes known.

CALIFORNIA VOTING LEAVE

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, employees may take off sufficient working time to vote. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. Employees will be allowed a maximum of two (2) hours of voting leave on Election Day without loss of pay. Where possible, supervisors should be notified of the need for leave at least two (2) working days prior to the Election Day.

CALIFORNIA WITNESS LEAVE

Employees who are subpoenaed or otherwise required by law to appear in court as witnesses in any judicial proceeding will not face discharge, discrimination, or retaliation for taking time off to comply with these obligations.

Employees may use vacation, personal leave, paid sick leave, or other paid time off to cover any period of absence under this policy.

Employees must notify their supervisor as soon as possible upon receiving a subpoena or court order and provide reasonable advance notice of their intention to take time off, unless providing such notice is not feasible. When an unscheduled absence occurs, the Company will not take any adverse action against employees if, within a reasonable time after the absence, they provide supporting certification upon the Company's request.

This policy does not create a right for employees to take unpaid leave that exceeds the unpaid leave time that is allowed under, or is in addition to, the unpaid leave time permitted by the 12 weeks provided under the federal Family and Medical Leave Act.

CALIFORNIA WORKERS' COMPENSATION

On-the-job injuries are covered by Ames's Workers' Compensation Insurance Policy, which is provided at no cost to employees. If injured on the job, no matter how slightly, employees should report the incident immediately to their supervisor. Failure to follow Company procedures may affect one's ability to receive Workers' Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other Company leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

COLORADO

COLORADO BREAKS & MEAL PERIODS

Rest Breaks

Non-exempt employees are authorized and permitted paid ten- (10-) minute rest periods for each four (4) hours of work, or major fraction of that time. For purposes of this policy, "major fraction" means any time greater than two (2) hours. An additional rest period is required for any period that rounds up to four (4) hours. For example, a shift of two (2) hours or fewer requires no rest periods, a two (2) hour and one- (1-) minute shift requires a single rest period, and a six- (6-) hour shift also requires a single rest period, but a six- (6-) hour and one (1) minute shift requires two (2) rest periods.

Rest breaks should be taken as close to the middle of each work period of four (4) hours or major fraction thereof as is practical. Shorter or longer shifts and other factors that make such scheduling impractical may alter this general timing. Employees do not need to obtain approval from or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

Meal Breaks

Non-exempt employees who work more than five (5) hours in a workday are provided an unpaid, off-duty and uninterrupted meal period of at least 30 minutes. Employees are responsible for scheduling their own meal period, but should confirm them with their supervisor(s). To the extent practical, meal periods must be at least one (1) hour after starting and one (1) hour before ending shifts.

If an employee's type of work makes an uninterrupted, duty-free meal period impractical, the employee will be permitted to eat while working and paid for such time. Employees will be informed by their supervisor if they will be provided with on-duty meal periods.

When scheduling meal periods, employees should try to anticipate their workflow and deadlines. During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal periods.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Unless otherwise directed by their supervisor in writing, employees are not required to get approval from or notify their supervisor when taking a meal period. Employees are to immediately notify Human Resources and/or their supervisor if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

No Working During Rest Breaks and Meal Periods

Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees' work areas, such as in a break room. Employees may leave the premises during meal periods, but may not leave the premises during rest periods. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. Additionally, employees are required to notify Human Resources immediately if they believe their workload, schedule, deadline, or other quota make rest break or meal periods infeasible.

COLORADO EQUAL EMPLOYMENT OPPORTUNITY

In addition to the Equal Employment Opportunity policy outlined in the general Employee Handbook, Ames will not discriminate against employees or applicants for employment based on their marriage to another Ames employee. Further, Ames will not discriminate against employees for engaging in lawful conduct off Ames premises during nonworking hours, unless the activity relates to a bona fide occupational requirement or is reasonably related to employment activities and responsibilities of the particular employee or a particular group of employees or is necessary to avoid a conflict of interest or an appearance of a conflict of interest.

COLORADO FAMILY CARE ACT

In accordance with Colorado law, employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA)

may use accrued paid sick leave to care for a family member for whom the employee may take FMLA leave, subject to the same terms and conditions that apply when sick leave is used for the employee's own illness or medical needs. Employees should contact Human Resources regarding eligibility and leave administration requirements.

COLORADO FAMILY & MEDICAL LEAVE INSURANCE (FAMLI)

The Colorado Family and Medical Leave Insurance (FAMLI) Act, which provides eligible employees with paid leave to address qualifying family and medical needs. FAMLI provides up to twelve (12) weeks of paid leave in a 12-month period — with up to four (4) additional weeks available for serious health conditions related to pregnancy or childbirth complications, and up to twelve (12) additional weeks of Neonatal Care Leave for parents of an infant receiving inpatient care in a neonatal intensive care unit (NICU).

Qualifying reasons for leave include:

- the employee's own serious health condition;
- caring for a family member with a serious health condition;
- bonding with a new child within the first year of birth, adoption, or foster placement; addressing the impact of domestic violence, sexual assault, or stalking ("safe leave");
- and qualifying exigencies arising from a family member's military deployment.

If employees have any questions regarding this policy, they should contact Human Resources.

COLORADO SICK & SAFE TIME

Eligibility

For employees who work in Colorado who are eligible for sick leave under the general paid Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general paid sick days policy and/or any other applicable sick time/leave law or ordinance.

Usage

Employees may use accrued paid sick leave for the following reasons:

1. mental or physical illness, injury or health condition that prevents the employee from working; the need to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need to obtain preventive medical care;
2. to care for a family member who has a mental or physical illness, injury or health condition; needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or needs to obtain preventive medical care;
3. the employee or a family member has been the victim of domestic abuse, sexual assault or harassment and the use of leave is to:
    - seek medical attention to recover from a mental or physical illness, injury or health condition caused by the domestic abuse, sexual assault or harassment;
    - obtain services from a victim services organization;
    - obtain mental health or other counseling;
    - seek relocation due to the domestic abuse, sexual assault or harassment; or
    - seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault or harassment;
4. due to a public health emergency, a public official has ordered closure of the employee's place of business or the school or place of care of the employee's child and the employee needs to be absent from work to care for the child.

For purposes of this policy, “family member” means a person who is related to the employee by blood, marriage, civil union or adoption; a child to whom the employee stands in loco parentis or a person who stood in loco parentis when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Additional Public Health Emergency Paid Sick Leave

In addition to accrued paid sick leave explained above, on the date a public health emergency is declared, the Company will

supplement each employee's accrued paid sick leave as necessary to ensure that the employee may take paid sick leave as follows:

- employees who normally work 40 or more hours in a week may take at least 80 hours of paid sick leave in a public health emergency;
- employees who normally work fewer than 40 hours in a week may take at least the greater of either the amount of time the employee is scheduled to work in a 14-day period or the amount of time the employee actually works on average in a 14-day period.

The Company may count unused accrued paid sick leave, as explained above, toward the supplemental paid sick leave required for a public health emergency. Employees may use public health emergency paid sick leave until four (4) weeks after the official termination or suspension of the public health emergency. Employees may use public health emergency paid sick leave for the following absences related to a public health emergency:

1. to self-isolate and care for oneself when diagnosed with a communicable illness that is the cause of a public health emergency; self-isolate and care for oneself when experiencing symptoms of a communicable illness that is the cause of a public health emergency; seek or obtain medical diagnosis, care or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; seek preventive care concerning a communicable illness that is the cause of a public health emergency;
2. to care for a family member who is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency; is experiencing symptoms of a communicable illness that is the cause of a public health emergency; needs medical diagnosis, care or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;
3. with respect to a communicable illness that is the cause of a public health emergency:
    - a local, state or federal public official or health authority having jurisdiction over the location in which the Company is located or the Company determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness; or
    - care of a family member after a local, state or federal public official or health authority, having jurisdiction over the location in which the family member's place of employment is located, or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness, or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
4. care of a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely;
5. inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

Employees must notify the Company of the need for public health emergency paid sick leave as soon as practicable when the need for paid sick leave is foreseeable and the Company's place of business has not been closed. Documentation is not required to take public health emergency paid sick leave. Public health emergency paid sick leave in the amount described above may be taken once during the entirety of a public health emergency even if such public health emergency is amended, extended, restated or prolonged.

Enforcement and Retaliation

The Company cannot retaliate against employees for requesting or using paid sick leave and employees have the right to file a complaint with the Division of Labor Standards and Statistics in the Colorado Department of Labor and Employment or bring a civil action if paid sick leave is denied by the Company or the Company retaliates against employees for exercising their rights under applicable law. If employees have any questions regarding this policy, they should contact Human Resources.

COLORADO OVERTIME

Non-exempt Colorado employees are entitled to overtime pay at one and one-half times (1.5) their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 hours consecutively (without regard to the starting and ending time of the workday), or 40 hours per workweek, whichever calculation results in the greater payment of wages. Time paid but not worked, such as sick time or paid time off (PTO), will not be counted as hours worked in calculating hours worked for purposes of determining if overtime pay is due. Please review the Colorado Overtime and Minimum Pay Standards (COMPS) Order for information regarding your rights under Colorado law, available below. Please contact the Human Resources if you have any questions about overtime requirements or the COMPS Order.

For your convenience, below is the full text of the current COMPS Order #39 poster, as provided by the Colorado Department of Labor and Employment, effective 1/1/22. A copy of the poster is included at the end. This poster is from the Colorado Department of Labor and Employment, online at https://cdle.colorado.gov/posters-0.

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required each week over 40 hours, or day over 12, even if 2 or more weeks or days average fewer hours
- Employers cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

- Need not be off-site, but must not include work, and should be in the middle of the 4 hoursto the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
  - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes(Rule 5.2.1)
  - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)

- All time on-premises, on duty, or at workplaces(but not just letting off-duty employees be on-premises), including:
  - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off clock duty,
  - waiting for assignments at work, or receiving or sharing work-related information,
  - security/safety screening, or clocking/checking in or out, or
  - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations(details in Rule 1.9.3).

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Vacation pay: Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or declaring forfeiture based on cause for termination, lack of resignation notice, etc.
- Deductions from pay: Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after an audit)
- Meal credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employee's (not the employer's) benefit, recorded in writing, and limited to $25 or $100 per week (based on housing type)

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- Executives/supervisors, administrators, and professionals paid at least a salary (not hourly wages) of $45,000 in 2022($50,000 in 2023, $55,000 in 2024, then inflation-adjusted), except $28.92/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary ($101,250 in 2022)
- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management
- Various (not all) types of sales persons, taxi drivers, camp/outdoor education field staff, or property managers

Record-Keeping & Notices of Rights (Rule 7)

- Employers must give all employees (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay
- This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy
- Employers must include a copy of this poster, or a COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific credits, deductions, or exemptionsin COMPS

Complaint & Anti-Retaliation Rights (Rule 8)

- Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court
- Employers cannot retaliate against, or interfere with, employees exercising their rights
- Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)
- Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)
- Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or rulings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: DIVISION OF LABOR STANDARDS & STATISTICS, 303-318-8441 / 888-390-7936 ColoradoLaborLaw.gov,cdle_labor_standards@state.co.us

COLORADO
Department of Labor and Employment

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:

The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2026

Use new version released by each December

Colorado Minimum Wage: $15.16 per hour in 2026, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; ColoradoLaborLaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to $3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge $25-$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: $57,784 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ⅛ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS

303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us *(English or Spanish)*

For all laws, guidance, & complaints: ColoradoLaborLaw.gov

Spanish guidance & complaints: LeyesLaboralesDeColorado.gov

This notice in other languages: cdle.colorado.gov/LaborStandardsPosters

COLORADO PREGNANCY ACCOMMODATIONS

In compliance with Colorado law, Ames will not discriminate against employees because of pregnancy, childbirth, or related conditions. If employees request reasonable accommodation due to health conditions related to pregnancy or the physical recovery from childbirth, the Company will endeavor to provide a reasonable accommodation to enable applicants and employees to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the business. The Company will engage in a timely, good faith, and interactive process with the employee to determine effective, reasonable accommodations for conditions related to pregnancy, physical recovery from childbirth, or a related condition.

Reasonable accommodations may include, but are not limited to more frequent or longer break periods; more frequent restroom, food, and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or modified work schedules.

The Company will not require employees affected by pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation that they choose not to accept if they did not request an accommodation or if the accommodation is not necessary for the employees to perform the essential functions of the job, nor will the Company require a pregnant employee to take leave if another reasonable accommodation is available which will permit the employee to continue working.

The Company reserves the right to require employees to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation.

The Company will not take adverse action against pregnant employees who request or use a reasonable accommodation related to pregnancy, physical recovery from childbirth, or a related condition. The Company will not deny employment opportunities to employees based on the need to make a reasonable accommodation related to pregnancy, physical recovery from childbirth, or a related condition.

If employees have any questions about this policy or would like to request a reasonable accommodation, they should contact Human Resources.

COLORADO VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSULT, AND STALKING LEAVE

Eligible Colorado employees who have been employed for at least 12 months and work for an employer covered by Colorado law may be entitled to up to three (3) working days of leave in a 12-month period for reasons related to domestic violence, stalking, sexual assault, or other qualifying crimes involving domestic violence. Employees should provide advance notice and supporting documentation when required by Company policy, unless emergency circumstances prevent doing so. The Company will maintain confidentiality of information related to such leave and will not retaliate against employees for exercising rights under applicable law.

FLORIDA

FLORIDA DOMESTIC VIOLENCE LEAVE

Employees who have worked for the Company for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of the employee is the victim of domestic violence.

Leave may be used to:

- seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
- obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;

- make their home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
- seek legal assistance in addressing issues arising from the act of domestic violence.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of the employees or their family or household member, one (1) day advance notice of the need for leave is required. Sufficient documentation of the act of domestic violence, such as a restraining order, police report or order to appear in court, is also required. Requests for leave and documents in connection with this leave will be kept confidential to the extent permitted by law. All paid time off available must be exhausted before receiving this leave.

GEORGIA

GEORGIA LACTATION ACCOMMODATION

Ames supports the legal right and necessity of employees who choose to express milk in the workplace. The Company promotes a breastfeeding-friendly work environment and supports lactating employees. The Company will provide break time of reasonable duration to employees who wish to express breast milk at the worksite during working hours. Any break time provided under the law will be paid at the employee's regular rate of compensation. The Company will provide the use of a private location, other than a restroom, for the employee to express milk in private at the worksite. Employees can contact Human Resources with questions regarding this policy.

ILLINOIS

ILLINOIS DISCRIMINATION & NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT)

In compliance with the Illinois Human Rights Act (Act) and any other related federal or local law/ordinance, all employees have the right to be free from unlawful discrimination or harassment (including sexual harassment). This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation, or any other protected class named in the Act or any other related federal or local law/ordinance. This applies to all employer actions, including hiring, promotion, discipline, and discharge.

It is Ames's policy to prohibit intentional and unintentional discrimination or harassment (including sexual harassment) of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race; color; creed; religion; national origin; ancestry; citizenship status; age; sex or gender (including pregnancy, childbirth, and pregnancy-related conditions); gender identity or expression (including transgender status); sexual orientation; marital status; military service and veteran status; physical or mental disability; genetic information; or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). The Company also prohibits retaliation. All such conduct will not be tolerated by Ames.

The purpose of this policy is not to regulate the personal morality of employees but to ensure that no one engages in discrimination or harassment (including sexual harassment) of another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), or while representing the Company. In addition to being a violation of this policy, discrimination, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual reported or filed a complaint of discrimination or harassment (including sexual harassment) or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of discrimination or harassment (including sexual harassment) as defined by applicable federal, state, or local laws or helped

others exercise their right to complain about discrimination or harassment (including sexual harassment) as defined by applicable federal, state, or local laws are unlawful.

Reasonable Accommodation
Employees also have the right to reasonable workplace accommodations based on pregnancy, disability, religious beliefs, or any other reason required by applicable federal, state, or local laws. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled or because of their religious beliefs or any other reason required by applicable federal, state, or local laws.

Discrimination Defined
Discrimination under this policy generally means treating an individual differently or denying or granting a benefit to an individual because of any actual or perceived protected characteristic as defined under federal, state, or local law or ordinance.

Harassment Defined
Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or emails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined
Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited
sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Company Reporting Procedures
If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to
be harassment, the employee should contact Legal. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures
Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy, including any improper retaliatory conduct, will result in disciplinary action, up to and including termination.

Additional Reporting Procedures

Aside from the internal complaint process at the Company described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the Illinois Department of Human Rights (IDHR). The charge process for violations of the law can be initiated by completing the form at www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or either of these offices:

Chicago Office
555 West Monroe Street, Suite 700
Chicago, IL 60661
Tel: (312) 814-6200
TTY: (866) 740-3953
Fax: (312) 814-6251

Springfield Office
524 S. 2nd Street, Suite 300
Springfield, IL 62701
Tel: (217) 785-5100
TTY: (866) 740-3953
Fax: (217) 785-5106

ILLINOIS FAMILY BEREAVEMENT LEAVE

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) may take up to two (2) weeks (10 workdays) of unpaid bereavement leave for any or all of the following purposes:

1. To attend the funeral or alternative to a funeral of the employee's family member;
2. To make arrangements necessitated by the death of the employee's family member;
3. To grieve the death of the employee's family member; or
4. To be absent from work due to:
    - A miscarriage,
    - An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure,
    - A failed adoption match or an adoption that is not finalized because it is contested by another party,
    - A failed surrogacy agreement,
    - A diagnosis that negatively impacts pregnancy or fertility, or
    - A stillbirth.

For purposes of this policy, "family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Child" includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

The Company may require reasonable documentation in connection with leave taken under this policy. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under reason four (4) above, reasonable documentation shall include a form, to be provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under reason four (4), or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under reason four (4), certifying that the employee or employee's spouse or domestic partner has experienced an event listed under reason four (4). The Company will not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this policy. Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

ILLINOIS FAMILY NEONATAL INTENSIVE CARE LEAVE

Employees may take up to 20 days of unpaid neonatal intensive care leave while any child of the employee is a patient in a neonatal intensive care unit (NICU). Leave may be taken continually or intermittently at the employee's selection, but Ames

may require that leave be taken in minimum increments of not less than two (2) hours in duration.

Any employee who is entitled to leave under the federal Family and Medical Leave Act (FMLA) and takes neonatal intensive care leave will be granted, upon completion of and in addition to any FMLA leave, any neonatal intensive care leave available under this policy. The employee will be entitled to leave for the maximum number of days specified above or the length of time the employee's child is a patient in an NICU, whichever is less. The Company will not require that the employee use any paid leave available to employee for any reason instead of unpaid neonatal intensive care leave. The employee may elect to substitute any available paid time off for unpaid neonatal intensive care leave.

The Company may require reasonable verification of the employee's child's length of stay in a NICU. As part of a reasonable verification, the Company will not request any confidential information protected by the Health Insurance Portability and Accountability Act or other law. Upon the conclusion of neonatal intensive care leave, the employee will be reinstated to the employee's former position or a substantially equivalent one with no loss of benefits held or accrued prior to taking leave. During the period of leave, any health insurance benefits will be maintained by the Company as if the employee had not taken leave.

The Company will not take any adverse action against any employee because the employee exercises rights or attempts to exercise rights to neonatal intensive care leave, opposes practices which such employee believes to be in violation of law, or supports the exercise of rights of another under the law. Employees with questions about neonatal intensive care leave should contact Human Resources.

ILLINOIS JURY DUTY

Ames realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of any request to perform jury duty as noted below and provide verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees serving on jury duty in Illinois will be compensated at their regular rate of pay for time spent performing jury service, in accordance with Illinois law. Employees summoned for jury duty must deliver a copy of the summons to the Company within 10 days of the date of issuance of the summons to the employee.

ILLINOIS LACTATION ACCOMMODATIONS

Ames provides employees who are nursing with reasonable break time to express breast milk after the birth of a child each time the employee has the need to express milk for one (1) year after the child's birth. The break time provided may run concurrently with any other break time provided to employees. But to the extent the lactation break does not occur during an otherwise unpaid break, such time is paid. The Company will not reduce the employee's compensation for time used for the purpose of expressing milk or nursing a baby.

The Company will compensate the employee during the break time at the employee's regular rate of compensation. The Company will not require the employee to use paid leave during the break time or reduce the employee's compensation during the break time in any other manner. The Company will make reasonable efforts to provide a room or other location in close proximity to the employee's work area, other than a toilet stall, where the employee can express milk in privacy.

The Company will not retaliate against employees for exercising their rights under this policy. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Employees should advise management if they need break time and an area for this purpose. Employees can consult Human Resources with questions regarding this policy.

ILLINOIS LEAVE FOR DOMESTIC, SEXUAL & GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), employees who are the victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are the victims of domestic violence, sexual violence, gender violence, or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence, may be eligible for up to 12 weeks of unpaid leave within any 12-month period, except an employee may be eligible for up to a cumulative total of not more than two (2) weeks (10 work days) of unpaid leave for the purposes described in reasons F, G, or H below which must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

If the employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act (FBLA) as a result of the death of the victim, VESSA does not create a right for the employee to take unpaid bereavement leave that exceeds, or is in addition to, the unpaid bereavement leave the employee is entitled to take under the FBLA. If the employee is also entitled to take unpaid bereavement leave under the FBLA as a result of the death of the victim, leave taken under VESSA for the purposes described in reasons F, G, or H in the list below or leave taken under the FBLA will be in addition to, and will not diminish, the total amount of leave time of up to 12 weeks of unpaid leave within any 12-month period.

If the employee is not entitled to unpaid bereavement leave under the FBLA as a result of the death of the victim, leave taken for the purposes described in reasons F, G, or H in the list below will be deducted from, and is not in addition to, the total amount of leave time of up to 12 weeks of unpaid leave within any 12-month period.

Leave under this policy also runs concurrently with Family and Medical Leave when the reason for the leave qualifies for Family and Medical Leave, such as for a serious health condition. In these situations, the leave does not extend any unpaid time available to the employee under Family and Medical Leave.

Employees may elect to substitute any or all annual or vacation leave, personal leave and sick leave during the otherwise unpaid leave. This substitution of paid leave does not extend the total allowed leave period but runs concurrently with it.

Reasons for Leave

Eligible employees may take leave under this policy so that they or a member of their family or household may take part in one or more of the following actions:

A. Seek medical attention for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence;
B. Obtain services from a victim's services organization;
C. Obtain psychological or other counseling;
D. Participate in safety planning, including temporary or permanent relocation, or other actions to increase their physical safety or economic security;
E. Seek legal assistance or remedies to ensure their health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence, or any other crime of violence;
F. Attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
G. Make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
H. Grieve the death of a family or household member who is killed in a crime of violence.

For purposes of this policy, "family or household member" means a spouse or 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, 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 and persons jointly residing in the same household.

Notice of Need for Leave

Eligible employees must provide Human Resources with at least 48 hours advance notice of the need for leave, unless such notice is not practicable.

Certification of the Need for Leave
To request leave, the employee must supply Human Resources with a sworn statement from the employee that the employee or a family or household member is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence and that leave is necessary for one of the reasons described above.
The employee seeking leave also must provide supporting documentation from one of the following sources if the employee has possession of such document:

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

Employee Benefits
During an approved leave, the Company will maintain the employee's health benefits as if the employee continued to be actively employed. If paid time off is substituted for unpaid leave, the Company will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with HR prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence or onset of domestic violence, sexual violence, or gender violence or other circumstances beyond the employee's control.

Intermittent and Reduced Schedule Leave
Unpaid leave may be taken consecutively, intermittently (in separate blocks of time), or on a reduced leave schedule (reducing the usual number of hours the employee works per work week or work day).

Periodic Reports
During a leave, the employee must provide periodic reports (at least every 30 days) regarding the employee's status and any change in the employee's plans on returning to work.

Returning From Leave
Upon returning from leave, employees will be restored to the same or an equivalent position.

Enforcement and Retaliation
Employees will not be subject to discharge, harassment, or discrimination for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy. If employees have any questions regarding this policy, they should contact Human Resources.

ILLINOIS PREGNANCY & MENOPAUSE RELATED ACCOMMODATION

In compliance with Illinois law, Ames will not discriminate against employees because of pregnancy or menopause; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, menopause-related conditions, or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the Company business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the

employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or nonhazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; providing leave to recover from childbirth or pregnancy; flexible scheduling, or temperature-adjusted workspaces.

Employees will not be required to accept an accommodation that they did not request or to which they did not agree, nor will they be forced to take leave if another reasonable accommodation is available.

The employee may be required to provide certification from a health care provider concerning the need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include: medical justification for the requested accommodation(s); a description of the reasonable accommodation(s) medically advisable; the date the accommodation(s) became advisable; and the probable duration of the reasonable accommodation(s).

The Company will not deny employment opportunities or take adverse employment action against employees if such decision is based on the Company's need to make a reasonable accommodation, and the Company will not retaliate against employees who request an accommodation or otherwise exercise their rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at https://www2.illinois.gov/DHR/Pages/default.aspx.

Chicago Office
555 West Monroe Street, Suite 700
Chicago, IL 60661
Tel: (312) 814-6200
TTY: (866) 740-3953
Fax: (312) 814-6251 (FAX – Charge Processing)

Springfield Office
524 S. 2nd Street, Suite 300
Springfield, IL 62701
Tel: (217) 785-5100
TTY: (866) 740-3953
Fax: (217) 785-5106

ILLINOIS MILITARY LEAVE ACT

Unpaid Family Military Leave

Illinois mandates up to 30 days of unpaid family military leave for eligible employees if their spouse, parent, child, or grandchild is called to military service with the State or the United States for more than 30 days. Family military leave must be taken during the time federal or state deployment orders are in effect.

To be eligible for family military leave, the employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the request for family military leave. Employees may take family military leave only if they have exhausted all accrued vacation, personal, compensatory, and other leave, except sick and disability leave.

The request for family military leave must be made at least 14 days in advance if the leave will consist of five (5) or more consecutive work days. If the leave will consist of less than five (5) days, the request must be made with as much advance notice as is practicable. Employees must provide certification from the proper military authority to verify their eligibility for the family military leave requested.

Funeral Honors Detail Leave

Illinois also mandates an eligible employee up to eight (8) hours of paid leave per calendar month to participate in a funeral honors detail, up to a total of 40 hours per calendar year. Funeral honors detail means an honor guard detail provided for the funeral of any veteran in compliance with 10 U.S.C. § 1491 and any associated federal regulations.

To be eligible for funeral honors detail leave, the employee must have been employed for at least 12 months, must have worked at least 1,250 hours during the 12-month period immediately preceding the request for funeral honors detail leave,

and must have trained to participate in a funeral honors detail at the funeral of a veteran and is either a retired or active member of the Armed Forces of the United States or a member of a reserve component of the Armed Forces of the United States, including the Illinois National Guard or an authorized provider, or a registered member of a nonprofit or other organization that is an authorized provider, including a member of a veterans service organization.

Employees may take paid funeral honors detail leave in lieu of, and without having exhausted, the employee's vacation leave, personal leave, compensatory leave, or any other leave that may be granted to the employee, including sick leave and disability leave. Employees taking funeral honors detail leave must give reasonable notice, as is practicable. The Company may request a confirmation from the relevant veterans' service organization that dispatched the employee to the funeral honors detail, or any official notice provided to the employee in relation to the funeral honors detail, that can be used as proof of the employee's participation in the detail. Employees that takes funeral honors detail leave will be paid their regular rate of pay for the leave taken to participate in a funeral honors detail.

Benefits and Return to Work
During any family military leave or funeral honors detail leave, Employees may elect to continue benefits at their own expense.
Employees that take family military leave or funeral honors detail leave will be reinstated to the position they held before commencing leave, or to a position with equivalent seniority, status, employee benefits, pay, and other terms and conditions of employment.

ILLINOIS PAID LEAVE
Eligibility
The Company provides paid leave to employees who work in Illinois pursuant to the Illinois Paid Leave for All Workers Act (the Act). For covered employees who work in Illinois who are eligible for paid leave under any general time off policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than provided under any general time off policy.

Usage
Employees may use paid leave for any reason. Employees are not required to provide the Company a reason for the leave. Employees may choose whether to use paid leave provided under this policy prior to using any other leave provided by the Company or under state law.

Enforcement and Retaliation
The Company will not threaten to take or take any adverse action against an employee because the employee exercises rights or attempts to exercise rights under this policy or the Act, opposes practices which the employee believes to be in violation of the Act, or supports the exercise of rights of another under the Act. For additional information on this policy, employees should contact Human Resources.

ILLINOIS VOTING LEAVE
Employees who are eligible to vote in an election may request up to two (2) hours with pay to vote while polls are open. Employees must notify Ames of their intention to vote at least one (1) week prior to Election Day.

ILLINOIS VOLUNTARY EMERGENCY WORKERS LEAVE
Ames will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency situation. Employees will be permitted unpaid time off from work to perform emergency duty as a volunteer emergency work. Volunteer emergency workers include volunteer firefighters, emergency medical technicians, ambulance drivers or attendants, first responders, members of county municipal emergency services and disaster agencies, and auxiliary policemen or deputies. Employees must make a reasonable effort to notify the Company that they may be absent from or late to work.

ILLINOIS WITNESS LEAVE
Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible. Employees

will not be compensated for time away from work to participate in a court case, but may use available vacation and personal time to cover the period of absence. Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.

INDIANA

INDIANA FAMILY MILITARY LEAVE

In accordance with Indiana's Family Military Leave Act, employees who have been employed by Ames for at least 12 months, have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse, parent, grandparent, child or sibling of an individual ordered to active duty, are eligible for an unpaid leave of absence for up to 10 days each calendar year.

Leave may be taken during any of the following periods:

- during the 30 days before active duty orders are in effect;
- during a period in which the military family member ordered to active duty is on leave while active duty orders are in effect;
- during the 30 days after the active duty orders are terminated.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

Employees must provide written notice to the Company at least 30 days in advance; notice must include a copy of the active duty orders (if available) and an indication of the date the leave will begin. If the active duty orders are issued less than 30 days before the date the requested leave is to begin, written notice must be provided as soon as possible under such circumstances. The Company reserves the right to require verification of eligibility for this leave. Failure to provide such verification within a reasonable time after it was requested may result in the absence from employment being considered unexcused.

Upon returning from leave, in most cases the employee will be restored to the position they held before the leave began or to an equivalent position.

IOWA

IOWA PREGNANCY LEAVE

Employees are entitled to an unpaid leave of absence of up to eight (8) weeks for any pregnancy-related disability. Ames may require verification of disability. Timely notice of leave is required. Leave runs concurrently with any other leave provided by the Company. Employees may use accrued time off for this purpose.

MINNESOTA

MINNESOTA BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Company. Reasonable notice of leave must be provided.

MINNESOTA BREAKS & MEAL PERIODS (NON-EXEMPT EMPLOYEES)

Rest Breaks

Non-exempt employees are authorized and allowed a paid rest break of 15 minutes or enough time to use the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work. Employees do not need to obtain approval from or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break. Rest breaks may not be combined with each other or with a meal

period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Each rest break should be a separate break, meeting the requirements described above.

Meal Periods
Non-exempt employees who work six (6) or more consecutive hours in a workday are provided an unpaid, off-duty, and uninterrupted meal period of at least 30 minutes. During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period.

Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Employees are to immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal and Rest Period Waiver
Non-exempt employees may voluntarily waive their rest and/or meal periods in writing. Employees should contact Human Resources to obtain this waiver form.

No Working During Rest Breaks and Meal Periods
Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees' work areas, such as in a break room. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. Additionally, employees are required to notify Human Resources immediately if they believe their workload, schedule, deadline, or other quota make rest break or meal periods infeasible.

MINNESOTA CRIME VICTIMS LEAVE
Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case.

Employees must give 48 hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so. Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Company.

MINNESOTA DOMESTIC ABUSE OR HARASSMENT LEAVE
Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment. The employee who is absent from the workplace shall give 48 hours' advance notice to the Company except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable. Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Company.

MINNESOTA EARNED SICK & SAFE TIME
Eligibility
Ames provides earned sick and safe time (ESST) to employees who are anticipated to perform work within Minnesota for at least 80 hours in a year. For employees who work in Minnesota and are eligible for sick leave under the general policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issues.

Usage

Employees may use ESST for the following reasons:

- The employee's mental or physical illness; injury; health condition; need for medical diagnosis; care, including prenatal care; treatment of a mental or physical illness, injury, or health condition; need for preventive medical or health care; or the employee's need to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.
- Care of a family member with a mental or physical illness, injury, or health condition who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or care for a family member who needs preventive medical care;
- Absences due to domestic violence, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
    1. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
    2. Obtain services from a victim services organization;
    3. Obtain psychological or other counseling; to relocate due to domestic violence or take steps to secure an existing home, sexual assault, or stalking; or
    4. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal proceedings related to or resulting from domestic violence, sexual assault, or stalking;
    5. The closure of the employee's place of business due to weather or other public emergency;
    6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;
    7. The employee's inability to work or telework because the employee is:
        - Prohibited from working by the Company due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
        - Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Company has requested a test or diagnosis; and
    8. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, "family member" means a child (including child-in-law), spouse or registered domestic partner, sibling (including a sibling-in-law), parent, grandchild, grandparent, a child of a sibling, a sibling of the parents of the employee or the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or one (1) individual annually designated by the employee. The family members listed above are not limited to biological family members, but also include step-, foster, adoptive, and half-relations; those who stand in loco parentis; and legal guardians.

Enforcement and Retaliation

Employees may be subject to discipline for using ESST for a reason other than the covered reasons above, to the maximum extent permitted by applicable law. Retaliation against employees who request or use ESST is prohibited. Employees have the right to file a complaint with the Minnesota Department of Labor and Industry or bring a civil action if they believe they have been denied ESST, retaliated against, or that their rights to ESST has been otherwise interfered with or restrained. Employees with questions regarding this policy can contact Human Resources.

MINNESOTA EQUAL EMPLOYMENT OPPORTUNITY

Ames is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, familial status, military service and veteran status, physical or mental disability, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Ames's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer,

training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The Company will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations. Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company then will review and analyze the request, including engaging in an interactive process with the individual, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of The Company's decision regarding the request
within a reasonable period. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

MINNESOTA FAMILY & MEDICAL LEAVE (COVERED BY FMLA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA), 29 U.S.C. ch. 28, and/or the Minnesota Pregnancy & Parental Leave Act (MPPLA), Minn. Rev. Stat. § 181.941. This policy provides employees with information concerning FMLA and/or MPPLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA and/or MPPLA leave, they should contact Human Resources.

Eligibility

FMLA leave is available to "FMLA-eligible employees." To be an "FMLA-eligible employee," the employee must have been employed by Ames for at least 12 months (which need not be consecutive) and have been employed by Ames for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. All employees who work in Minnesota are "MPPLA-eligible employees."

Entitlements

The FMLA and MPPLA provide eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration.

Basic FMLA and MPPLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their family and medical leave. The MPPLA provides eligible employees up to 12 workweeks of unpaid leave for:

1. The birth or placement for adoption of a child; or
2. For any female employee's prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

MPPLA leave for the birth or adoption of a child may begin not more than 12 months after the birth or adoption, except that where the child must remain in the hospital longer than the childbearing parent, the leave may not begin more than 12 months after the child leaves the hospital. It is the Company's policy to provide the greater leave benefit provided under the FMLA or MPPLA and to run leave concurrently under the FMLA and MPPLA whenever possible. Leave may be taken for any one (1), or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption (or foster care—FMLA only);
- To care for the employee's spouse, son, daughter, or parent (but not in-law) who has a serious health condition (FMLA only);
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, childbirth, or related health condition) that makes the employee unable to perform one (1) or more of the essential functions of the employee's job (FMLA only, except under the MPPLA, for a employee's own prenatal care or incapacity due to pregnancy, childbirth, or related health conditions); and/or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (FMLA only).

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

"Qualifying exigencies" may include 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.

The length of MPPLA leave will not be reduced by any period of paid or unpaid leave provided by the Company policy or other applicable law taken for prenatal care medical appointments.

Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA Only)
In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." "Covered servicemembers" also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five- (5-) year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Intermittent Leave and Reduced Leave Schedules
FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

No Work While on Leave
The taking of another job while on FMLA/MPPLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

Protection of Group Health Insurance Benefits
During FMLA/MPPLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits
At the end of FMLA/MPPLA leave, subject to some exceptions, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. Under the FMLA only, reinstatement also may be denied where job restoration of "key employees" will cause the Company substantial and grievous economic injury. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. Use of FMLA/MPPLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/MPPLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave
Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

1. Their rights and responsibilities in connection with such leave;
2. The Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
3. The amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

Provide Notice of the Need for Leave
Employees who wish to take FMLA/MPPLA leave must timely notify the Company of their need for FMLA/MPPLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice
To trigger FMLA leave protections, employees must inform Human Resources of the need for FMLA-qualifying leave (union) or contact Prudential (non-union). For MPPLA, the notice of the need for leave should include the date the leave will commence and the estimated duration of the leave.

Submit Medical Certifications or Military Orders Supporting for FMLA Leave
Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave.

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active-duty status of a military member, the Company may require employees to provide a copy of the military member's active-duty orders

Return to Work/Fitness for Duty Medical Certifications (medical)

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Pay Employee's Share of Health Insurance Premiums
During FMLA/MPPLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Employees must pay their portion of the group health premium through a method determined by the Company upon leave.

Coordination of FMLA/MPPLA Leave with Other Leave Policies
The FMLA and MPPLA do not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. However, whenever permissible by law, FMLA leave will run concurrently with MPPLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/MPPLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact Human Resources.

Questions and/or Complaints about FMLA/MPPLA Leave
If employees have questions regarding this FMLA/MPPLA policy, they should contact Human Resources. The Company is committed to complying with the FMLA/MPPLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/MPPLA. The FMLA makes it unlawful for employers to: Interfere with, restrain, or deny the exercise of any right provided under FMLA; or Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the U.S. Department of Labor or may bring private lawsuits alleging FMLA violations.

MINNESOTA FAMILY MILITARY LEAVE

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency ("mobilized service member") is eligible for an unpaid leave of absence of up to one (1) day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. Employees are asked to give Ames as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for an unpaid leave of absence for up to 10 days. The employee must give the Company as much notice of intent to take this leave as is practicable. Any accrued paid time off which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

MINNESOTA NURSING MOTHERS, LACTATING EMPLOYEES, & PREGNANCY ACCOMMODATIONS

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law, Minn. Stat. § 181.939, gives pregnant and lactating employees certain legal rights.

Pregnancy Accommodations
Pregnant employees have the right to request and receive reasonable accommodations in the workplace. An employer must provide the following accommodations to a pregnant employee upon request, **without** asking for or requiring medical documentation such as a doctor's note: limits on lifting 20 pounds; access to seating; and more frequent or extended breaks to use the restroom and eat or drink water.

Pregnant employees have the right to request and receive additional reasonable accommodations which may include, but are not limited to: more frequent or longer breaks; seating; Limits to heavy lifting; temporary transfer to another position; temporary leave of absence; or modification in work schedule or tasks. The Company will not require employees to take a leave or accept an accommodation.

Lactation Breaks and Space
Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. The Company will provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. The Company will not retaliate or take negative action against a pregnant or lactating employee for exercising their rights under this law.

Retaliation Prohibited
Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, Employees should visit dli.mn.gov/newparents.

MINNESOTA ORGAN DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purposes of donating an organ or partial organ to another person. Verification of donation and the length of leave needed may be required by the Company. Reasonable notice of leave must be provided.

MINNESOTA PAID LEAVE

The Minnesota Paid Leave Law is a mandatory statewide program beginning on January 1, 2026. MN Paid Leave provides payments and job protection when you need time off to care for yourself or your family. Ames provides Paid Leave through an approved equivalent plan instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under MN Paid Leave. Ames funds all contributions.

Eligibility Requirements
Most workers in Minnesota are covered by Paid Leave. Our equivalent plan offers coverage that is equal to the state plan. Under the state plan, you may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

Entitlement
Our equivalent plan offers leave time that is equal to what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the state plan.

Covered Leave
You can take leave for the following qualifying events:

- Medical Leave:
  - To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery
- Family Leave:
  - Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
  - Caring Leave – to care for a family member with a serious health condition
  - Military Family Leave – to support a family member called to active duty
  - Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

A "covered family member" includes the employee's spouse or domestic partner, child, parent or legal guardian, sibling, grandchild, son-in-law or daughter-in-law, the employee or employee's spouse's parent or grandparent, an individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and the individual reside together, as defined by

applicable law.

A “serious health condition” is a physical or mental illness, injury, impairment, condition, or substance use disorder that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment or supervision by a health care provider.

“Safety leave” includes leave from work because of domestic abuse, sexual assault, or stalking of the employee or employee’s family member, provided the leave is to:

1. Seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling;
4. Seek relocation due to the domestic abuse, sexual assault, or stalking; or seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

“Qualifying exigencies” may include providing for the care or other needs of the military member's child or other dependent, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

A “covered military member” includes a current or former member of the United States armed forces, including a member of the National Guard or reserves, who, except for a deceased military member, is a resident of the state and is a family member of the applicant taking leave related to the qualifying exigency.

Except for a claim for benefits for bonding leave, any claim for benefits must be based on a single qualifying event of at least seven (7) calendar days. Bonding leave must be taken within one (1) year of the birth or placement of the employee’s child.

Payment

Our equivalent plan offers payments that are equal to what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state’s average weekly wage. This amount changes each year and is $1,423 for the start of Paid Leave in 2026.

Employment Protection

- Job protections: Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- Health insurance continuation: Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- No retaliation or interference: Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.
- Equivalent plans: Equivalent plans cannot impose any additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan.

If you are concerned that your employer may be violating these protections, contact the State Paid Leave.

Requesting Leave

Employees who are covered by an equivalent plan do not apply with the state. Instead:

1. Notify your employer.
2. Call 877-367-7781 8AM-11PM EST Monday-Friday or visit www.prudential.com/mybenefit to report your leave.

Prudential will walk you through the claim process step by step. More information can be found here (link).

Appeals

Workers covered by equivalent plans have the same right to appeal as those covered by the state plan. If your application for leave is denied or you disagree with the amount of your payment, you have 30 calendar days to ask that your equivalent plan review their decision. If their decision does not change, you can appeal with the Paid Leave Division within the legal deadline, 30 calendar days from when you received the review decision from your equivalent plan. Contact Paid Leave or visit our website for more information on appeals.

Learn More
Visit www.paidleave.mn.gov for more information about Paid Leave.
Other ways to reach the State: Phone: 651-556-7777 or 844-556-0444 (toll free); E-mail: paidleave@state.mn.us;
Mail: Department of Employment & Economic Development, Paid Leave Division, 180 E 5th Street, 12th Floor, St. Paul, MN 55101
Information is available in alternative formats for people with disabilities by using the contact information listed above.

MINNESOTA RIGHT TO REVIEW PERSONNEL RECORDS

Under Minnesota law, active employees have the right to review their personnel record once every six (6) months. Employees who leave Ames may review their personnel record once every year as long as the Company maintains the personnel record. To review their personnel record, employees must make a good faith request in writing to Human Resources. Employees may also request a copy of the record at the time they review it. The copy will be made available to the employee at no cost. The Company will provide employees an opportunity to review their personnel record within seven (7) working days of the written request. What is contained in the personnel record is carefully defined under Minnesota law. The law does not require employee access to information that is not contained in the personnel record.

If employees dispute information contained in their personnel record, they may request that it be removed from the record. However, if the Company does not agree the information should be removed, the employee may submit a written response to the denial (not to exceed five (5) pages).

No action can be taken against employees who appropriately ask to review their personnel records. If employees are improperly denied their rights as provided by this law, the law provides certain remedies. This notice only describes some of the employee's rights under the law. For more information, the Minnesota statutes detailing employee rights can be found at Minnesota Statutes. § 181.960 through Minnesota Statutes §181.965. These laws can be found on the internet at https://www.revisor.mn.gov/pubs/ or in public libraries throughout the state.

MINNESOTA SCHOOL CONFERENCE & ACTIVITIES LEAVE

Ames will provide employees with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or child care services), provided the conferences or school-related activities cannot be scheduled during nonwork hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Leave under this policy is unpaid. However, the employee may substitute accrued paid time off for leave under this policy.

MINNESOTA WAGE DISCLOSURE PROTECTIONS

Under Minnesota law, an employer may not:
1. require nondisclosure by employees of their wages as a condition of employment;
2. require employees to sign a waiver or other document which purports to deny them the right to disclose their wages; or
3. take any adverse employment action against employees for disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:
1. create an obligation on Ames or on employees to disclose wages;
2. permit employees, without the written consent of the Company, to disclose proprietary information, trade secret

information or information that is otherwise subject to legal privilege or protected by law;
3. diminish any existing rights under the National Labor Relations Act; or
4. permit employees to disclose wage information of other employees to a competitor of Ames.

An employer may not retaliate against the employee for asserting rights or remedies set forth in this policy. Employees may bring a civil action against the Company for a violation of this policy. If a court finds that the Company has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of the employee who was the subject of the violation.

MONTANA

MONTANA HANDBOOK DISCLAIMER

Ames prepared this handbook to assist employees in finding the answers to many questions they may have regarding their employment. Employees should take the necessary time to read it. Ames does not expect this handbook to answer all questions. Human Resources will also be a major source of information. Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. Ames fully complies with all provisions of the Montana Wrongful Discharge Act except to the extent any employee is subject to a probationary period such employment is at-will during the probationary period (unless modified by a writing signed by Human Resources).

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, subject to applicable law. This handbook is subject to the terms
of any applicable collective bargaining agreement. This handbook supersedes all prior handbooks.

MONTANA PAYMENT OF WAGES UPON SEPARATION

As allowed by Mont. Code Ann. § 39-3-205, employees who are separated for cause or laid off from employment will not be paid their final paycheck immediately. Rather, the employee's final paycheck will be paid by the next regular payday or within 15 days from separation, whichever occurs first. Employees who resign from employment also will be paid by the next regular payday or within 15 days from separation, whichever occurs first.

MONTANA PREGNANCY LEAVE

Ames will not discriminate against an applicant or employee because of pregnancy, childbirth or related medical condition. The Company will not treat employees disabled due to pregnancy less favorably than any employee with a temporary disability under any health, medical temporary disability or sick leave plan maintained by the Company. All benefits provided to temporarily disabled employees pursuant to such a plan will be provided to pregnant employees.

The Company will provide employees a reasonable leave of absence for the temporary disabilities associated with pregnancy, childbirth, delivery and related medical conditions and will not place restrictions on the leave which would not apply to leaves of absence for any other valid medical reason. As a condition of leave provided for pregnancy, the Company may require the employee to provide medical verification that the employee is unable to perform the employee's job duties.

A pregnant employee is entitled to use any disability benefits, sick leave, vacation time, annual leave or compensatory time accrued pursuant to plans maintained by the Company for pregnancy leave. If the Company maintains no such plans or benefits or such benefits have been exhausted, the pregnancy leave will be without pay.

Any employee who has signified the intent to return at the end of a reasonable leave of absence for pregnancy will be

reinstated to the employee's original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits, except when the Company's circumstances have changed so much that itis impossible or unreasonable to do so. If employees have any questions concerning this policy, they should contact Human Resources.

NEBRASKA

NEBRASKA PREGNANCY ACCOMMODATIONS

Pursuant to Nebraska Fair Employment Practices Act, Ames will endeavor to provide reasonable accommodations to the known physical limitations of employees who are pregnant, have given birth, or have related medical conditions, unless doing so would impose an undue hardship on the Company.

The Company will not require employees to take leave if another reasonable accommodation can be provided. The Company will not take adverse action against employees for requesting or using reasonable accommodations under the law. Any employee who has questions about the policy or who needs to request an accommodation due to pregnancy, childbirth, or a related medical condition should contact Human Resources.

NEBRASKA FAMILY MILITARY

Employees who have been employed by Ames for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse or parent of a person called to military service for 179 days or longer pursuant to the orders of the Governor or the President of the United States are eligible for an unpaid leave of absence for up to 30 days.

Leave may be taken during the time federal or state deployment orders are in effect. Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

If the leave will consist of an absence of five (5) or more consecutive work days, the employee must provide notice to the Company at least 14 days in advance. If the leave will consist of an absence of fewer than five (5) consecutive work days, employees must provide as much advance notice to the Company as is practicable. In all cases, employees must consult with the Company to attempt to schedule their leave so as to not unduly disrupt operations. The Company reserves the right to require certification of the employee's eligibility for this leave from the proper military authority. Upon returning from leave, in most cases employees will be restored to the position they held before the leave began or to an equivalent position.

NEBRASKA PAID SICK TIME

Eligibility

For employees who work in Nebraska who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time or leave law or ordinance, this policy applies solely to the extent it provides greater benefits or rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Usage

Employees may use PST for:

- The employee’s mental or physical illness, injury, or health condition; the employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or the employee’s need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care, or, in the case of a child, to attend a meeting necessitated by the child's mental or physical illness, injury, or health condition at a school or place where the child is receiving care; or
- Closure of the employee’s place of business by order of a public official due to a public health emergency; the employee’s need to care for a child whose school or place of care has been closed by order of a public official due to

a public health emergency, or the employee's need to self-isolate or care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a health care professional that the employee's or family member's presence in the community may jeopardize the health of others because of exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

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

- Regardless of age, a biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis;
- A biological, foster, step-, or adoptive parent or a legal guardian of the employee or the employee's spouse;
- A person who stood in loco parentis to the employee or the employee's spouse when the employee or employee's spouse was a minor child;
- A person to whom the employee is legally married under the laws of any state;
- A grandparent, grandchild, or sibling, whether of a biological, foster, adoptive, or step-relationship, of the employee or the employee's spouse; or
- Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Enforcement and Retaliation

The Company prohibits any denial of any right to PST under the Nebraska Healthy Families and Workplaces Act and any threat, discharge, suspension, demotion, reduction of hours or pay, or other adverse action against the employee for exercising or attempting to exercise any right guaranteed in the Nebraska Healthy Families and Workplaces Act. Employees with questions concerning this policy should contact Human Resources.

NEVADA

NEVADA LEAVE AND ACCOMMODATION FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT

Employees who have worked for the Company for at least 90 days, and who are the victims of domestic violence or sexual assault or whose family or household member is a victim of domestic violence or sexual assault, may take time off work for up to 160 hours in one (1) 12-month period, beginning on the date when the act of domestic violence or sexual assault occurred (and the employee is NOT the alleged perpetrator of the domestic violence or sexual assault).

Leave under this policy may be taken for the following reasons:

- For the diagnosis, care, or treatment of a health condition related to an act of domestic violence or sexual assault committed against the employee or the employee's family or household member;
- To obtain counseling or assistance related to an act of domestic violence or sexual assault committed against the employee or the employee's family or household member;
- To participate in court proceedings related to an act of domestic violence or sexual assault committed against the employee or the employee's family or household member; or
- To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member from a future act of domestic violence or sexual assault.

For purposes of this policy, a "family or household member" means a spouse, domestic partner, minor child, or parent or another adult who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time the act of domestic violence or sexual assault was committed.

For purposes of this policy, "domestic violence" occurs when a person commits one (1) of the following acts against or upon the person's spouse, former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child, or any other person who has been appointed the custodian or legal guardian for the person's minor child: battery; assault; compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform; sexual assault; knowing,

purposeful, or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to: stalking; arson; trespassing; larceny; destruction of private property; carrying a concealed weapon without a permit; or injuring or killing an animal. A false imprisonment; or unlawful entry of the other person's residence, or forcible entry against the other person's will if there is a reasonably foreseeable risk of harm to the other person from the entry.

For purposes of this policy, "sexual assault" occurs when a person:

- Subjects another person to sexual penetration, or forces another person to make a sexual penetration on themselves or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of the perpetrator's conduct; or
- Commits a sexual penetration upon a child younger than the age of 14 years or causes a child younger than the age of 14 years to make a sexual penetration on themselves or another, or on a beast.

Nevada law provides that leave may be unpaid or paid at the discretion of the employer. The Company will permit employees to use any accrued, unused paid time off while taking leave under this policy. Leave under this policy may be used in a single block of time or intermittently. Leave under this policy also will run concurrently (at the same time) with FMLA leave, if leave is otherwise FMLA-qualifying. Leave under this policy does not extend the time allowable under the "Family and Medical Leave Act" policy in this handbook. After taking any time off due to an act of domestic violence or sexual assault, employees must provide their supervisor at least 48 hours advance notice before taking any additional time off under this policy.

The Company may require documentation of the employee's participation in these activities that confirms or supports the reason the employee provided for requesting leave. For example, the Company may require: a police report; copy of an application for an order for protection; affidavit from an organization which provides services to victims of domestic violence or sexual assault; or documentation from a physician.

The employee who is the victim of domestic violence or sexual assault (or whose family or household member is such a victim) may request reasonable accommodation with respect to the employee's safety while at work. Reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, or any other reasonable accommodation that does not create an undue hardship deemed necessary to ensure the safety of the employee, the workplace, the Company, and other employees.

Eligible employees desiring an accommodation should notify Human Resources. Human Resources will then engage in an interactive process with the employee to determine possible effective reasonable accommodations. As part of the interactive process, Human Resources may require the employee to provide appropriate certification. Employees who no longer need an accommodation must notify Human Resources of any change in circumstance. Similarly, employees who have been provided an accommodation must notify Human Resources if the employee requires a new accommodation.

The Company also will not discipline, discriminate, or retaliate against employees because they are a known victim of domestic violence or sexual assault; because they requested and took leave and/or requested accommodation under this policy; or because they participated as a witness or interested party in a court proceeding related to domestic violence or sexual assault that relates to the use of leave under this policy. The Company also will not require employees to find a replacement or substitute to cover their position or work as a condition of using leave under this policy.

NEVADA PREGNANCY ACCOMMODATIONS

According to the Nevada Pregnant Workers' Fairness Act, employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth or a related medical condition and are entitled to reasonable accommodation.

Under the Act, the Company may not:

- deny a reasonable accommodation to employees and applicants, upon request, for a condition related to pregnancy, childbirth or a related medical condition, unless an accommodation would impose an undue hardship on the business of

the Company;

- take adverse employment actions against the employee or applicant based on a need for a reasonable accommodation;
- deny an employment opportunity to a qualified employee or applicant based on a need for a reasonable accommodation; and
- require the employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is unavailable.

Under the Act, the Company may require the employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth or related medical conditions, and the specific accommodation recommended by the physician.

Any employee who needs to request an accommodation due to pregnancy, childbirth or a related condition or who has questions regarding this policy should contact Human Resources.

NEW MEXICO

NEW MEXICO PREGNANCY ACCOMMODATIONS

In compliance with New Mexico Pregnant Worker Accommodation Act, Ames will not discriminate against employees or job applicants in relation to pregnancy, childbirth, and related conditions and will provide reasonable accommodation for conditions related to pregnancy, childbirth, or related conditions.

Reasonable Accommodations

If employees or job applicants with a known limitation arising out of pregnancy, childbirth, or a related condition make a request for reasonable accommodation, the Company will endeavor to grant the request unless the accommodation constitutes an undue hardship. Reasonable accommodations may include modification or adaptation of the work environment, work rules, or job responsibilities for as long as necessary to enable employees with limitations due to pregnancy, childbirth, or a related condition to perform the job that does not impose an undue hardship on the Company. The Company will not require employees to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or a related condition.

Further, the Company will not refuse to hire, discharge, refuse to promote, demote, or discriminate in matters of compensation or leave or terms, conditions, or privileges of employment against any person otherwise qualified for employment on the basis of that person's pregnancy, childbirth, or a related condition, including failing to treat employees or job applicants affected by pregnancy, childbirth, or a related condition in the same manner as other persons similar in ability to work for all employment-related purposes, including receipt of benefits under fringe benefit programs unless based on a bona fide occupational qualification.

Additionally, the Company will not print or circulate any statement, advertisement, or publication; use any form of application for employment; or make any inquiry regarding prospective employment that expresses, directly or indirectly, any limitation, specification, or discrimination as to pregnancy, childbirth, or a related condition, unless based on a bona fide occupational qualification. The Company will not refuse to list, properly classify for employment or refer a person for employment in a known available job for which the person is otherwise qualified on the basis of the person's pregnancy, childbirth, or a related condition unless based on a bona fide occupational qualification.

The Company reserves the right to require employees to provide medical certification concerning the need for reasonable accommodation consistent with the Company's requests for certification of other temporary disabilities.

The Company will not discharge, demote, deny promotion to, or in any other way discriminate against employees in the terms or conditions of employment in retaliation for the person asserting a claim or right pursuant to the Pregnant Worker Accommodation Act, for assisting another person to assert a claim or right pursuant to the Pregnant Worker Accommodation Act, or for informing another person about employment rights or other rights provided by law. A person claiming to be aggrieved by an unlawful discriminatory practice in violation of the Pregnant Worker Accommodation Act may seek relief

under the Human Rights Act. If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact Human Resources.

NEW MEXICO SICK AND SAFE TIME

Eligibility

Ames provides paid sick leave to employees who work in New Mexico in accordance with the Healthy Workplaces Act. For employees who work in New Mexico who are eligible for sick time under another policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than any other policy and/or any other applicable sick time/leave law or ordinance.

Usage

Employees may use paid sick leave for absences due to:

- The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; and preventive medical care;
- Care of a family member of the employee for mental or physical illness, injury or health condition; medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; and preventive medical care;
- Meetings at the employee's child's school or place of care related to the child's health or disability; or
- Absences necessary due to domestic abuse, sexual assault or stalking suffered by the employee or a family member of the employee provided that the leave is for the employee to:
    - obtain medical or psychological treatment or other counseling;
    - relocate;
    - prepare for or participate in legal proceedings; or
    - obtain services or assist a family member of the employee with any of the activities set forth in the first three bullets.

For purposes of this policy, family member includes the employee's spouse or domestic partner or a person related to the employee or the employee's spouse or domestic partner as: (1) a biological, adopted or foster child, a stepchild or legal ward or a child to whom the employee stands in loco parentis; (2) a biological, foster, step or adoptive parent or legal guardian, or a person who stood in loco parentis when the employee was a minor child; (3) a grandparent; (4) a grandchild; (5) a biological, foster, step or adopted sibling; (6) a spouse or domestic partner of a family member; or (7) an individual whose close association with the employee or the employee's spouse or domestic partner is the equivalent of a family relationship. A domestic partner includes an individual with whom another individual maintains a household and a mutual committed relationship without a legally recognized marriage.

Enforcement and Retaliation

Retaliation against any employee who requests or uses paid sick leave is prohibited. Employees have the right to file a complaint with the New Mexico Department of Workforce Solutions, Labor Relations Division if paid sick leave as required by law is denied or if the employee is subjected to retaliation for requesting or taking paid sick leave. The New Mexico Department of Workforce Solutions, Labor Relations Division can be reached by calling (505) 841-4400, visiting www.dws.state.nm.us or going to a New Mexico Workforce Connections Office. Questions about rights and responsibilities under the law can be answered by Human Resources.

NORTH CAROLINA

NORTH CAROLINA SCHOOL ATTENDANCE LEAVE

Ames will grant employees who are parents or guardians of school-age children up to four (4) hours of unpaid leave during any 12-month period to participate in activities at their children's school. Forty-eight hours' written advance notice is required. The leave shall occur at a time mutually agreed upon by the employee and the Company. The Company may require verification of the employee's participation in the school activities. Employees must first use accrued paid time off for this purpose.

OREGON

OREGON BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Company. Reasonable notice of leave must be provided. Employees may use accrued paid time off for this purpose.

OREGON DISCRIMINATION & NON-HARASSMENT

It is Ames's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race; color; creed; religion; national origin; ancestry; citizenship status; age; sex or gender (including pregnancy, childbirth, and pregnancy-related conditions); gender identity or expression (including transgender status); sexual orientation; marital status; military service and veteran status; physical or mental disability; genetic information; or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the Company.

The purpose of this policy is not to regulate the personal morality of employees but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), or while representing the Company. In addition to being a violation of this policy, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Nondisclosure and Nondisparagement Agreements

The Company may not require or coerce employees to enter into a nondisclosure or nondisparagement agreement concerning harassment, discrimination, or sexual assault. A nondisclosure agreement is an agreement wherein a party agrees to not share information with others regarding the subject of the agreement. A nondisparagement agreement is an agreement wherein a party agrees not to criticize or bring negative attention to the other party.

Employees may voluntarily choose to enter into an agreement regarding harassment, discrimination, or sexual assault that contains a nondisclosure agreement, nondisparagement agreement, or an agreement prohibiting the employee from seeking reemployment with the Company, and the employee will have seven (7) days to revoke the agreement after it has been executed.

Time Period to Bring a Legal Claim

Under Oregon law, an individual has five (5) years from the date of an act of unlawful harassment or discrimination to file a claim. This time period applies to acts of unlawful harassment or discrimination occurring on or after September 29, 2020.

OREGON DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim, may take reasonable, unpaid time off from work to deal with the violence.

The leave can be used for any of the following reasons:

- to obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
- to seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or stalking of the eligible employee or the employee's minor child or dependent;
- to obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking;
- to relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent; or
- to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the

employee's minor child or dependent, including preparing for, and participating in, protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault or stalking;

Employees will not be compensated for time away from work for purposes related to domestic violence, sexual assault or stalking, but may use available vacation and personal time to cover the period of absence. Employees must give reasonable notice of their intention to take time off from work, unless giving such notice is not feasible. Leave may be limited where it creates an undue hardship on the Company's business.

The Company may require certification that the employee or employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking, and that the leave was taken for purposes allowed under the law. Employees also may request a reasonable safety accommodation if they are a victim of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim.

OREGON LACTATION BREAKS

Subject to certain exceptions where permitted by applicable law, employees who are nursing may take a reasonable rest period to express milk each time they have a need to express milk for their child who is 18 months of age or younger. The employee will, if feasible, take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. Ames will make reasonable efforts to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk in private. Employees will not be retaliated against for exercising their rights under this policy.

Employees should advise management if they need break time and an area for this purpose. Employees can consult Human Resources with questions regarding this policy.

OREGON MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

Rest Breaks

Non-exempt employees who work at least two (2) hours per workday are required to take one (1) 10-minute rest break for every four (4) hours or major part thereof (two (2) hours and one (1) minute through four (4) hours) worked in one (1) work period. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if the employee works more than six (6) hours, but no more than 10 hours in a workday, the employee is required to take two (2) 10-minute rest breaks, one (1) during the first half of the shift and a second rest break during the second half of the shift. If the employee works more than 10 hours but no more than 14 hours in a day, the employee is required to take three (3) 10-minute rest breaks, and so on.

Rest breaks should be taken approximately in the middle of each work period of four (4) hours or major fraction thereof as is feasible. Employees are paid for all rest break periods and do not need to clock out when taking a rest break. Rest breaks may not be added to the usual meal period or deducted from the beginning or end of the work period to reduce the overall length of the total work period. Each rest break must be a separate break meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

Employees are required to take all rest breaks, and employees who refuse to do so will be subject to discipline, up to and including termination.

Meal Periods

Non-exempt employees who work more than six (6) hours in a workday are required to take an unpaid, off-duty, and uninterrupted meal period of at least 30 minutes. No meal period is required if the work period is less than six (6) hours. For employees who work a shift of seven (7) hours or less, the meal break must occur between the second and fifth hours of the shift. For employees who work more than seven (7) hours, the break must take place between the third and sixth hours of the shift. Additional meal periods are required to be taken by employees who work 14 hours or more in a shift as set forth in the chart below. Employees are responsible for scheduling their own meal period but should confirm them with their supervisor(s).

When scheduling meal periods, employees should try to anticipate their workflow and deadlines. During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 continuous minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Employees are to immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

No Working During Rest Breaks and Meal Periods

Non-exempt employees are completely relieved of all work duties during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees' work areas, such as in a break room. Employees may not leave the premises during rest breaks and meal periods. Employees are not expected to remain "on call" or available to respond to messages, monitor radios, telephones, email, or other devices during meal periods and rest breaks. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to take all mandated breaks. Failure to do so may result in discipline, up to and including termination.

Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any supervisor or other employee to forego any portion of a provided rest break or meal period.

OREGON PAID FAMILY AND MEDICAL LEAVE

Eligibility Requirements

Eligible Oregon employees may apply for paid family leave, medical leave, or safe leave (collectively "PFML"). Eligibility for PFML and the amount of benefits is determined by statute and the Oregon Employment Department (OED), not the Company. Currently, employees who earned at least $1,000 in wages in the base year and paid program contributions during the base year are eligible. All employees are required to contribute to the Paid Leave Oregon Fund and will be subject to payroll deductions not to exceed the maximum rate established by law.

Entitlement

All eligible employees who meet the statutory contribution requirements are entitled to initiate a claim with the OED and, if the claim is approved, to receive PFML. PFML benefits are available for up to 12 weeks per benefit year (as determined by the OED) for any of the following purposes, in any combination:

- To care for and bond with a child during the first year after the child's birth or arrival through adoption or foster care placement ("Family Leave");
- To care for a family member who has a serious health condition ("Family Leave");
- For employees' own serious health condition ("Medical Leave");
- For employees who are the victim of domestic violence, harassment, sexual assault, stalking, or bias crime or are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, stalking, or bias crime to seek, on the employee's behalf or on behalf of employee's minor child or dependent, legal, medical, mental health, victim services, or law enforcement assistance or remedies related to domestic violence, harassment, sexual assault, stalking, or bias crime ("Safe Leave"); or
- Effective January 1, 2025, to effectuate the legal process required for placement of a foster child or the adoption of a child ("Family Leave").

Eligible employees may be eligible for up to two (2) weeks of additional paid leave for a birthing parent (as determined by the OED) for limitations related to pregnancy, childbirth, or a related medical condition, including but not limited to lactation, for a total amount of leave, not to exceed 14 weeks per benefit year.

"Family member" for purposes of this policy includes the employee's spouse or domestic partner, and employee's spouse's

or domestic partner's child, parent, sibling, sibling's spouse, grandparent, grandchild, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

"Serious health condition" for purposes of this policy means:
An illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility;

- An illness, disease, or condition that in the medical judgment of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires constant care;
- Any period of disability due to pregnancy or period of absence for prenatal care; or
- Any period of absence for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Benefits under this policy are in addition to any paid sick time available under Oregon law or the Company's sick time, vacation and other paid time off policies. Employees may supplement PFML benefits with accrued paid sick time, a vacation and other paid time off available, but in no event may the employee's wages exceed 100 percent of the "eligible employee's average weekly wage" (as determined by the OED) during the period of leave. The Company reserves the right to determine the order in which the employee uses accrued paid sick time, vacation, or other paid time off when more than one (1) type of accrued leave is available. PFML benefits are not available for any week in which the employee is eligible to receive workers' compensation or unemployment benefits.

Use of PFML
The employee does not need to use this PFML entitlement in one (1) block. In general, PFML benefits may be claimed for leave that is taken in increments equivalent to one (1) workday or one (1) workweek.

Filing Claims with the OED
To submit a claim for benefits, employees should visit paidleave.oregon.gov or request a paper application from the OED. For additional information on the claim process, please visit https://paidleave.oregon.gov/employees/overview.html. If the employee's PFML claim is denied, the OED will issue a decision explaining the reasons for the denial. Employees may request reconsideration and/or appeal the OED's decision denying benefits by following the procedures adopted by the OED. The OED is solely responsible for determining if employees are eligible for benefits. The Company will separately consider the employee's application for family medical leave.

Employee Notice to the Company
Employees must provide notice, including an explanation of the need for leave, to Human Resources before commencing a period of PFML. Any health information submitted to the Company for purposes of PFML or any other purpose will be kept confidential in accordance with applicable law.

When the PFML absence is foreseeable, employees must provide written notice at least 30 days before commencing a period of PFML leave. If the reasons for taking PFML are not foreseeable, the employee must provide oral notice within 24 hours of commencing leave and must provide written notice within three (3) days after commencing leave. If the employee is unable to provide oral notice personally, notice may be provided by another responsible party, such as the employee's spouse, neighbor, or coworker. Failure to provide notice as required may result in a reduction of PFML benefits in addition to other discipline, up to and including termination.

Interaction with Other Leave Policies
Leave taken pursuant to PFML will run concurrently with leave taken under other applicable state and federal leave laws, including without limitation the federal Family and Medical Leave Act of 1993, when the leave is for a qualified reason under those laws.

Job Benefits and Protection
Employees taking PFML will retain their benefits and seniority status during the period of leave. During PFML leave, the

Company will maintain health coverage under any employment-related health insurance on the same terms and conditions as if the employee had continued to work. The employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

Any leave taken pursuant to this policy will be considered an excused leave of absence and will not count for purposes of considering the employee's attendance under the Company's absence control policies. Employees who have worked for the Company for at least 90 days before commencing PFML will be returned to the same position they held at the commencement of leave, unless that position was eliminated during the leave. In the event the employee's position is eliminated, the employee will be returned to an available equivalent position. If an equivalent position is not available at the employee's original job site, the Company will offer the employee available positions at alternative job sites located within a 50-mile radius. Otherwise, employees taking PFML are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws or other applicable laws.

Questions and/or Complaints about PFML Leave

If employees have questions regarding this PFML policy, they should contact Human Resources. For questions about determinations by the OED on leave eligibility, entitlement, and/or benefits, please contact the OED directly. The Company is committed to complying with the PFML and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFML.

The PFML makes it unlawful for employers to discriminate, retaliate, threaten to retaliate, or interfere with the exercise of any rights under the PFML. In addition, employers may not retaliate or threaten to retaliate against any person who has filed a complaint, has caused a complaint to be filed, has or will participate or testify in proceeding relating to a violation of the PFML, or has given or is about to give information connected to a proceeding relating to a violation of the PFML. If employees believe their PFML rights have been violated, they should contact Human Resources immediately. The Company will investigate any PFML complaints and take prompt and appropriate remedial action to address and/or remedy any PFML violation. Employees also may file PFML complaints with the Department alleging PFML violations.

For additional information regarding your rights, visit https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf.

OREGON SICK TIME

Eligibility

Ames provides paid sick time to employees who work in Oregon. For employees whose primary place of work is in Oregon and who are eligible for sick time under another policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than any other policy and/or any other applicable sick time/leave law or ordinance.

Usage

The employee may use paid sick time for the following reasons:

- For the employee's or a family member's mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care;
- For any covered purpose under the Oregon Family Leave Act:
- For an illness, injury, or condition related to the employee's pregnancy or childbirth that disables the employee from performing any available job duties;
- To care for a child of the employee who is suffering from an illness, injury, or condition requiring home care or who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency ("Sick Child Leave"); and
- To deal with the death of a family member by:
    - Attending the funeral (or alternative) of the family member;
    - Making arrangements necessitated by the death of a family member; or
    - Grieving the death of a family member.
- For reasons relating to domestic violence, harassment, sexual assault, bias crime, or stalking of the employee or

the employee's minor child or dependent in accordance with Oregon law, such as:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other related civil or criminal legal proceedings;
- To seek medical treatment for or to recover from related injuries;
- To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional;
- To obtain services from a victim services provider; or
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent;

- In the event of a public health emergency, which includes, but is not limited to:
  - Closure of the employee's place of business or the school or place of care of the employee's child, by order of a public official due to a public health emergency;
  - A determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member;
  - The exclusion of the employee from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons;
  - An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the Company's place of business or the employee's home address; or
  - A determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee.
- For any covered purpose under the Oregon Paid Family and Medical Leave law:
  - To care for and bond with a child during the first year after the child's birth or arrival through adoption or foster care placement;
  - To care for a family member who has a serious health condition;
  - For the employee's own serious health condition;
  - For the employee who is the victim of domestic violence, harassment, sexual assault, stalking, or bias crime, or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, stalking, or bias crime to seek, on the employee's behalf or on behalf of employee's minor child or dependent, legal, medical, mental health, or victim services; law enforcement assistance; or remedies related to domestic violence, harassment, sexual assault, or stalking; or
  - To effectuate the legal process required for placement of a foster child or the adoption of a child.
- For blood donation that is made in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

For purposes of this policy, "family member" includes an individual who is related by affinity to the employee or an individual who is the employee's spouse or domestic partner; child or the child's spouse or domestic partner; parent or the parent's spouse or domestic partner; sibling, stepsibling, or the sibling's or stepsibling's spouse or domestic partner; grandparent or the grandparent's spouse or domestic partner; or grandchild or the grandchild's spouse or domestic partner. "Parent" includes the employee's biological parent, adoptive parent, stepparent, current or former foster parent, a person who was or is the employee's legal guardian or with whom the employee was or is in a relationship of in loco parentis, or the parent of the employee's spouse or domestic partner.

Enforcement and Retaliation

The Company will not deny, interfere with, restrain, or fail to pay for sick time to which the employee is entitled pursuant to this policy and/or applicable law, or retaliate or discriminate against the employee who requests or takes time off pursuant to this policy or participates in any manner in an investigation, proceeding, or hearing related to this policy and/or applicable law. Employees may file a complaint with the Commissioner of the Oregon Bureau of Labor and Industries. If employees have any questions regarding this policy, they should contact Human Resources.

OREGON VICTIMS OF CRIMES

Employees who are victims of a crime or whose family members are crime victims may take reasonable, unpaid time off from work to attend criminal proceedings. To be eligible for the leave, the employee must work for an employer with six (6) or more employees and have worked for more than 25 hours a week for at least 180 days prior to the leave.

Employees will not be compensated for crime victim leave, but may use available vacation and personal time to cover the period of absence. Employees must give reasonable notice of their intention to take crime victim leave and must provide copies of notices of scheduled criminal proceedings. Leave may be limited where it creates an undue hardship on Ames's business.

OREGON WORKPLACE ACCOMMODATIONS

Ames 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. The Company will make reasonable accommodations for known physical or mental disabilities of an applicant or employees 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.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the Company 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 employee to accept an accommodation that is unnecessary; or
- require the employee to take family leave or any other leave, if the Company can make reasonable accommodation instead.

Any employee who has questions about the policy or who would like to request an accommodation due to physical or mental disabilities, pregnancy, childbirth or a related medical condition should contact Human Resources. If that person is unavailable, please contact Human Resources or Human Resources.

SOUTH CAROLINA

SOUTH CAROLINA BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Company. Reasonable notice of leave must be provided. Employees may use accrued paid time off for this purpose.

SOUTH CAROLINA LACTATION ACCOMMODATIONS

Pursuant to the South Carolina Lactation Support Act, Ames supports the legal right and necessity of employees who choose to express milk in the workplace. This policy is to establish guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees at the Company.

The Company will make reasonable efforts to provide a reasonable amount of unpaid break time to accommodate employees desiring to express breast milk for their child, unless doing so poses an undue hardship on the Company. If possible, the lactation break time must run concurrently with break time already provided to employees. Lactation break time that cannot run concurrently with paid break time already provided will be unpaid, subject to applicable law.

The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. The Company will make reasonable efforts to provide employees with use of a room or location in close proximity to their work area, other than a toilet stall, in order to express milk in private.

Employees will not be discriminated against or retaliated against for choosing to express breast milk in the workplace incompliance with this policy and the law. Employees can contact Human Resources with questions regarding this policy.

SOUTH CAROLINA PREGNANCY ACCOMMODATIONS

In compliance with South Carolina law (S.C. Code Ann. §1-13-80), Ames will not discriminate against an individual because of pregnancy, childbirth or related medical conditions, including, but not limited to, lactation. The Company will endeavor to make reasonable accommodations for the employee's medical needs arising from pregnancy, childbirth or related medical conditions, unless doing so would impose an undue hardship on the operation of the business.

Reasonable Accommodations

Reasonable accommodations may include, but are not limited to:

1. making existing facilities readily accessible to, and usable by, such employees, including acquiring or modifying equipment or devices necessary for performing essential job functions;
2. providing more frequent or longer break periods;
3. providing more frequent bathroom breaks;
4. providing a private place, other than a bathroom stall for the purpose of expressing milk;
5. modifying the Company's food or drink policy;
6. modifying work schedules;
7. providing seating or allowing the employee to sit more frequently;
8. providing assistance with manual labor and limits on lifting;
9. temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified; or
10. providing job restructuring or light duty, if available.

The Company will not:

- deny employment opportunities to the employee based on the need to make such reasonable accommodations;
- require the employee to accept an accommodation that the employee chooses not to accept, if the employee does not have a known limitation related to pregnancy, or if the accommodation is unnecessary for the employee to perform the essential duties of their job;
- require the employee to take leave under any leave law or Company policy if another reasonable accommodation can be provided to the employee; or
- take any adverse action against the employee in the terms, conditions or privileges of employment for requesting or using a reasonable accommodation.

If employees have any questions concerning this policy or if they wish to request an accommodation, they should contact Human Resources.

UTAH

UTAH PREGNANCY ACCOMMODATIONS

Ames will endeavor to provide reasonable accommodations to employees affected by pregnancy, childbirth, breastfeeding or related medical conditions as required by law, unless such accommodations would result in an undue hardship on the operations of the Company. If employees have questions regarding this policy or would like to request a reasonable accommodation pursuant to this policy, they can contact Human Resources.

VIRGINIA

VIRGINIA PREGNANCY ACCOMMODATIONS

In compliance with Virginia law, Ames will provide reasonable accommodation to the known limitations of a person related to pregnancy, childbirth, or related medical conditions, unless the Company can demonstrate that the accommodation would impose an undue hardship on the Company.

The Company will not: take adverse action against individuals who request or use a reasonable accommodation pursuant to this policy, including failure to reinstate any such employee to their previous position or an equivalent position with equivalent pay, seniority, and other benefits when the need for a reasonable accommodation ceases; deny employment or promotion opportunities to an otherwise qualified individual because the Company will be required to make reasonable accommodation to the known limitations of such individual related to pregnancy, childbirth, or related medical conditions; or require employees to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions.

The Company will endeavor to engage in a timely, good faith interactive process with employees who request an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

Any questions about or requests for a reasonable accommodation pursuant to this policy, should be directed to Human Resources.

VIRGINIA REASONABLE ACCOMMODATION FOR PERSONS WITH DISABILITIES

In accordance with the Virginia Human Rights Act (the "Act"), employees have the right to reasonable accommodations for disabilities and to be free from unlawful discriminatory practices based on disability.
Under the Act, the Company may not:

- refuse to make reasonable accommodation to the known physical and mental impairments of an otherwise qualified person with a disability, if necessary to assist such person in performing a particular job, unless the Company can demonstrate that the accommodation would impose an undue hardship on the Company;
- take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section;
- deny employment or promotion opportunities to an otherwise qualified applicant or employee because the Company will be required to make reasonable accommodation for a person with a disability;
- require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the disability; or
- fail to engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

In determining whether an accommodation would constitute an undue hardship upon the Company, the following will be considered:

- hardship on the conduct of the Company's business, considering the nature of the Company's operation, including composition and structure of the Company's workforce;
- size of the facility where employment occurs;
- the nature and cost of the accommodations needed, taking into account alternative sources of funding or technical assistance available by way of the vocational services offered by the state Department for Aging and Rehabilitative Services;
- the possibility that the same accommodations may be used by other prospective employees; and
- safety and health considerations of the person with a disability, other employees and the public.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact Human Resources.

WASHINGTON

WASHINGTON ABOUT THIS HANDBOOK/DISCLAIMER

If any employee's primary place of employment is in the State of Washington or if the employee is otherwise a Washington based employee (as defined by applicable law) and makes less than twice the minimum wage of the State of Washington, nothing in Ames's Employee Handbook, codes of conduct, conflict-of-interest policies, and/or any other policies applicable

to the employee, nor any agreements between the employee and the Company, shall restrict, restrain, or prohibit the employee from having an additional job, supplementing their income by working for another employer, working as an independent contractor, or being self-employed unless such outside activity: (1) raises issues of safety for the employee, the employee's coworkers, or the public, or (2) interferes with the reasonable and normal scheduling expectations of the Company. For the sake of clarity, the foregoing provision is not intended to denigrate or lessen any statutory duties that the employee owes to the Company (such as those arising under Wash. Rev. Code ch. 19.108) or the common law duty of loyalty the employee owes to the Company (as applied to the employee based on the particular circumstances of the employee's employment). To the extent any policy or agreement conflicts with the foregoing provisions, the foregoing provisions shall control.

If the employee's primary place of employment is in the State of Washington or if the employee is otherwise a Washington based employee (as defined by applicable law), nothing in the Company's Employee Handbook, codes of conduct, conflict of interest policies, and/or any other policies applicable to the employee, nor any agreements between the employee and the Company, shall restrict, restrain, or prohibit employee from discussing or disclosing information the employee has a right to disclose, including: (1) information regarding the employee's own compensation, wages, and/or terms and conditions of employment, and (2) information regarding conduct (or a settlement involving conduct) that the employee reasonably believes to be illegal discrimination, illegal harassment, illegal retaliation, a wage and hour violation, sexual assault, or a recognized violation of a clear mandate of public policy. To the extent any policy or agreement conflicts with the foregoing provisions, the foregoing provisions shall control.

WASHINGTON PAID SICK LEAVE (NON-EXEMPT EMPLOYEES)

Eligibility

Ames provides paid sick leave (PSL) to non-exempt employees who work in Washington. For non-exempt employees who work in Washington who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time or leave law or ordinance, this policy applies solely to the extent it provides greater benefits or rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time or leave law or ordinance.

Usage

Employees may use PSL for the following reasons:

- An absence resulting from the employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or the employee's need for preventive medical care;
- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
- An absence resulting from the employee or the employee's family member being the victim of domestic violence, sexual assault, stalking, or, hate crime, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, stalking, or, hate crime or that otherwise qualifies under the Domestic Violence Leave Act, Wash. Rev. Code ch. 49.76 (collectively referred to in this policy as "domestic violence");
- When the employee's place of business has been closed by order of a public official for any health-related reason or when the employee's child's school or place of care has been closed for such a reason;
- When any employee's child's school or place of care has been closed due to the declaration of an emergency by a local or state government or agency, or by the federal government; or
- To allow the employee to prepare for or participate in any judicial or administrative immigration proceeding involving the employee or the employee's family member.

For purposes of this policy, "family member" includes: A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status, or the spouse of the employee's child; A biological, adoptive, de facto, or foster parent, stepparent, or

legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; A spouse; A registered domestic partner; A grandparent; A grandchild; A sibling; or Any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. For purposes of absences related to domestic violence, "family member" also includes any person with whom the employee has a dating relationship.

Enforcement and Retaliation

Retaliation or discrimination against the employee for the lawful exercise of PSL rights is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries (Department) against an employer who retaliates or discriminates against the employee. Employees can contact the Department online at the following: File a complaint: https://secure.lni.wa.gov/wagecomplaint/#/; Call: 1-866-219-7321, toll-free; Visit: https://lni.wa.gov/agency/contact/#office-locations; or Email: ESgeneral@Lni.wa.gov. Questions about rights and responsibilities under the law can be answered by Human Resources.

WASHINGTON MEALS AND REST PERIODS (FOR NON-EXEMPT EMPLOYEES)

Rest Breaks

Non-exempt employees who work at least four (4) hours per workday are allowed to take one (1) 10-minute rest break for every four (4) hours worked. For example, if the employee works four (4) or more hours, but not more than eight (8) hours in a workday, the employee is required to take one (1) 10-minute rest break during the first four (4) hours of the shift. If the employee works eight (8) hours or more, but no more than 12 hours in a day, the employee is required to take two (2) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four (4) hours as is practical but in no event shall employees work more than three (3) consecutive hours in a four- (4-) hour work period without a rest break. Employees must take their rest breaks and are prohibited from working during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Unless otherwise instructed, rest breaks are self-directed and unscheduled and may be taken as time allows on either a continuous or intermittent basis (e.g., two (2) to three (3) "mini" breaks totaling 10 minutes). Examples of "mini" rest breaks are personal phone calls, eating a snack, having a cup of coffee, personal conversations, smoke breaks, and whenever the employee has the opportunity to take a break for a few minutes or more during a shift. It is a mandatory job duty for employees to advise Human Resources if they feel they do not have adequate opportunity for rest breaks, if they miss a rest break, or if they feel pressured to skip their rest breaks so they can be properly compensated.

Meal Periods

Non-exempt employees who work more than five (5) consecutive hours in a workday are provided an unpaid, off-duty and uninterrupted meal period of at least 30 minutes which must start no earlier than two (2) hours, but not more than five (5) hours after the start of their shift. For example, if the employee starts their day at 10:00 a.m., the first meal period must start no earlier than 12:00 p.m. and no later than 3:00 p.m. Thereafter, a meal period of at least 30 minutes is required for each five (5) consecutive hours worked during the workday. For example, if the employee starts their day at 10:00 a.m., and takes their first meal period between 2:30 p.m. and 3:00 p.m., the employee must start a second meal period no later than 8:00p.m. —i.e., within five (5) hours after the end of their first meal period.

Employees working three (3) or more hours longer than their normal workday will be allowed one (1) 30-minute meal period prior to or during the extended portion of their shift. For purposes of this requirement, a normal workday is the shift the employee is regularly scheduled to work.

Employees are responsible for scheduling their own meal periods but should discuss strategies and plans for ensuring their meal periods with their supervisor(s) as needed. When scheduling meal periods, employees should try to anticipate their

workflow and deadlines but must take their meal periods in accordance with the above timing requirements, and in no event should any employee work more than five (5) consecutive hours without a meal period (unless the meal period is voluntarily waived). During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 continuous minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Employees must immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period so that they can be properly compensated.

If any employee's meal period is interrupted due to the employee performing a task, upon completion of the task, the meal period will be continued until the employee has received 30 minutes total of mealtime (with the entire meal period being paid and reported as hours worked, and the time spent performing the task not being considered part of the meal period). Employees must immediately notify Human Resources if they had their meal period interrupted so that they can be properly compensated and paid for their time.

Meal Period Waiver
Non-exempt employees are encouraged to take their meal periods. However, with the the Company's permission, employees may be allowed to voluntarily waive their meal periods, and if they wish to do so on a standing basis, should complete a form documenting the same. Employees who execute a standing waiver can revoke this waiver at any time, either on an occasional or continuing basis. employee should contact Human Resources to obtain this waiver form.

Employees who do not waive their meal periods on a standing basis may also be allowed to waive their meal periods on a one-off, situational basis. For example, any employee who has 10 minutes left on their shift when they are approaching the five (5)
continuous hours of work threshold (and would otherwise be required to take a full 30-minute meal period), may want to waive their meal period on that single occasion, rather than clock out for a full 30 minutes, only to return to work for the remaining 10 minutes left in their shift.

No Working During Rest Breaks and Meal Periods
Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. Where practicable, rest breaks and meal periods should be taken outside employees' work areas, such as in a break room. Employees may leave the premises during meal periods but may not leave the premises during rest periods. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any supervisor or other employee to forego any portion of a rest break or meal period and/or to not report any missed, interrupted, or noncompliant rest breaks or meal periods.

WASHINGTON PAID FAMILY AND MEDICAL LEAVE

Eligibility
Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) are eligible to apply for paid medical leave or paid family leave (collectively PFML). "Qualifying period" means the first four (4) of the last five (5) completed calendar quarters or, if eligibility is not established, the last four (4) completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

Entitlement
PFML is available to eligible employees for up to 12 weeks within any 52 consecutive week period. PFML may be used:

- To participate in providing care, including physical or psychological care, for a family member (child, grandchild,

grandparent, parent, sibling, spouse, child's spouse, state registered domestic partner, or anyone who has an expectation to rely on the employee for care, whether living in the same household or not) with a serious health condition;

- To bond with the employee's child after the child's birth or after the placement of a child under the age of 18 with the employee;
- Because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act (FMLA) for the employee's family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse, or state registered domestic partner of the employee);
- Because of the employee's own serious health condition; or
- Because of the death of the employee's child for whom the employee would have qualified for medical leave for the birth of the child or would have qualified for family leave to bond with the child during the seven (7) calendar days following the death.

For purposes of the above, unless the context clearly requires otherwise, "child" includes: biological, adopted, or foster child; or a stepchild or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent regardless of age or dependency status. "Parent" includes biological, adoptive, de facto, or foster parent; stepparent or legal guardian of the employee or the employee's spouse or state registered domestic partner; or an individual who stood in loco parentis to the employee when the employee was a child.

Qualifying military exigencies may include 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.

If the employee faces multiple events in a year, the employee may be eligible to receive up to 16 weeks, and up to 18 weeks if the employee experiences a serious health condition during pregnancy that results in incapacity. Leave to care for the employee's child after birth, or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement. Leave for any other reason must be taken within one (1) year of the date of which the employee filed an application for the benefits.

These benefits are financed through employee contributions to the PFML program. The program is administered by the Washington Employment Security Department (ESD). The Company will calculate and withhold premiums from employees' paychecks and send both employees' shares and the Company's share, if applicable, to ESD on a quarterly basis.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. There is a waiting period of up to seven (7) consecutive calendar days of leave, but employees may use any paid time off (including vacation leave, personal leave, medical leave, sick leave, compensatory leave, or any other paid leave offered under the Company's established policy) to receive compensation during that waiting period. No waiting period is required where leave is for the medical leave for the birth parent taken upon the birth of a child, family leave for bonding after birth or placement of a child or for a military exigency. A waiting period will not reduce the maximum duration of any employee's available paid family or medical leave.

If the employee's average weekly wage is 50 percent or less of the state average weekly wage, the employee's weekly benefit is 90 percent of the average weekly wage. If the employee's weekly benefit is greater than 50 percent of the of the state average weekly wage, the weekly benefit is the sum of:

- Ninety percent of fifty percent of the state average weekly wage; and
- Fifty percent of the employee's average weekly wage that is greater than Fifty percent of the state average weekly wage.

The ESD sets the maximum weekly benefit for PFML, and it will be adjusted effective January 1 of each subsequent year as determined by the state based on 90 percent of the state's average weekly wage. Employees will be paid benefits directly by ESD rather than by the Company.

In any week in which the employee is eligible to receive benefits under Wash. Rev. Code tit. 50 (unemployment compensation) or certain provisions of Wash. Rev. Code tit. 51 (industrial insurance) or any other applicable federal

unemployment compensation, industrial insurance, or disability insurance laws, the employee is disqualified from receiving PFML.

Definition of a Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may include, but is not limited to:

- A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition;
- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective; or
- Any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for: restorative surgery after an accident or other injury; or a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

Use of PFML
Employees do not need to use PFML in one block. PFML can be taken intermittently in minimum increments of eight (8) (four (4) effective January 1, 2026) consecutive hours in a week. PFML taken on an intermittent basis will not result in a reduction of
the total amount of PFML to which the employee is entitled beyond the amount of PFML actually taken.

Employee Notice
Employees must provide the Company at least 30 days' written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition. Employees must provide the Company written notice as soon as is practicable when 30 days' notice is not possible, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances or a medical emergency. Employees must provide written notice as soon as is practicable for foreseeable PFML due to a qualifying military exigency, regardless of how far in advance such PFML is foreseeable. When the need for PFML is not foreseeable, employees must provide written notice as soon as is practicable under the facts and circumstances of the particular situation. If the employee is unable to provide notice personally, written notice may be given by another responsible party, such as the employee's spouse, neighbor, or coworker.

The employee must provide written notice to make the Company aware that the employee may need PFML. The notice must contain at least the anticipated timing and duration of the PFML. Written notice includes, but is not limited to, handwritten or typed notices and all forms of written electronic communications such as text messages and email. Whether PFML is to be continuous or is to be taken intermittently or on a reduced schedule basis, written notice need only be given one time, but the employee must inform the Company as soon as is practicable if dates of the scheduled PFML change, are extended or were initially unknown.

Filing Claims with the ESD
The employee may apply for PFML benefits by: Using the ESD online services; Contacting the paid family and medical leave customer care center by telephone; or Using alternate methods authorized by ESD.

When the employee submits an application for PFML benefits, the employee must provide information sufficient for ESD to determine eligibility for benefits. This information includes, but is not limited to, information identifying the employee, the type and anticipated duration of PFML, as well as certification or documentation to validate the qualifying event. If the employee is in a claim year and has need for successive periods of benefits for the same qualifying event beyond what was originally approved, the employee must update the application. If the employee experiences a new qualifying event during a

claim year, the employee must reopen the claim and provide additional information required by ESD before benefits can be paid.

Any time the employee applies for PFML benefits, the application must be supported by documentation or certification as required by applicable law. For example, when PFML is taken because of the employee's own serious health condition or the serious health condition of a family member, medical certification from a health care provider will be required. However, the employee does not need to obtain medical certification during the six- (6-) week postnatal period. The ESD is solely responsible for determining if employees is eligible for benefits.

Supplemental Benefits During PFML

The Company offers the following supplemental benefits to employees who are receiving PFML: short-term disability. Employees may elect to use these benefits to supplement the employee's PFML benefits up to a combined maximum of the employee's regular pay for each workweek or pay period. To be eligible to receive the supplemental benefits under Company policy, employees must apply for all statutory or voluntary sources of wage replacement benefits available under any applicable state or local law, including without limitation PFML. The benefits provided under this policy are coordinated with any wage replacement benefits provided under any statutory or voluntary source of wage replacement benefits so that a qualifying employee may not receive more than 100% of their base compensation at any time. Employees will be required to provide documentation of their receipt of payment under an applicable wage replacement program in order to receive any supplemental benefits under this policy.

Job Benefits and Protection

Subject to certain exceptions noted below, the Company will maintain any existing health benefits of the employee in force for the duration of PFML as if the employee had continued to work from the date the employee commenced PFML until the date the employee returns to employment. If the Company and employee share the cost of the existing health benefits, the employee remains responsible for the employee's share of the cost. Exceptions to this general continuation entitlement include, if the employee:

1. Is not employed by the Company at the time of filing an application for PFML benefits;
2. Is not entitled to job protection as noted below; or
3. Did not timely exercise the right to employment protections under the PFML Act.

Employees who return from PFML generally will be restored to a same or equivalent job if:

- From January 1, 2026, to December 31, 2026, they work for an employer with 25 or more employees and began employment with this employer at least 180 calendar days before taking the leave.
- From January 1, 2027, to December 31, 2027, they work for an employer with 15 or more employees and began employment with this employer at least 180 calendar days before taking the leave.
- Beginning January 1, 2028, they work for an employer with eight (8) or more employees and began employment with this employer at least 180 calendar days before taking the leave.

Otherwise, employees taking PFML are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws or other applicable laws.

The use of PFML cannot result in the loss of any employment benefits that accrued prior to the start of PFML.

The above-mentioned job protection applies to any period of unpaid leave protected by the federal FMLA where employees are eligible for PFML benefits but did not apply for and receive those benefits, excluding unpaid sick leave or temporary disability taken for pregnancy or childbirth or as an accommodation.

To be eligible for the above-mentioned job protections, employees must exercise their right to reinstatement on the first scheduled workday after their continuous or combined intermittent leave. For any period of leave that exceeds either two (2) workweeks of continuous leave or 14 workdays of combined intermittent leave, the Company will provide the employee with at least five (5) days' written notice of their first scheduled workday, as well as the estimated expiration of the employee's restoration rights.

Except by written agreement between the Company and employee or between the Company and employee bargaining unit, the employee forfeits the right to employment restoration if, after receiving at least five (5) business days advance written notice from the Company regarding the estimated expiration of the right of employment restoration and the date of the employee's first scheduled work day, the employee does not exercise it upon the earlier of:

1. The first scheduled work day following the period of leave; or
2. The first scheduled work day following a continuous period of, or combined intermittent periods of a total of, 16 typical workweeks of leave taken during a period of 52 consecutive calendar weeks, except this period is extended to 18 typical workweeks of leave taken during a period of 52 consecutive calendar weeks if any of the leave was taken as a result of a serious health condition with a pregnancy resulting in incapacity.

FMLA Concurrent with PFML

Any leave that the State of Washington grants to an employee for PFML will run concurrently with FMLA, if applicable, with the exception of any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to PFML. Please see the "Family and Medical Leave" policy for eligibility requirements under the FMLA and see the "Pregnancy and Childbirth Leave" policy for eligibility requirements for pregnancy leave.

WASHINGTON LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, OR HATE CRIME

If any employee or the employee's family member is a victim of domestic violence, sexual assault, stalking, or, hate crime, the employee may be eligible to take reasonable, unpaid time off from work for one (1) or more of the following reasons:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, stalking, or hate crime;
- To seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, stalking, or hate crime or to attend to health care treatment for a victim who is a family member;
- To obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, stalking, or hate crime;
- To obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault, stalking, or hate crime, in which the employee or family member was a victim of domestic violence, sexual assault, stalking, or hate crime; or
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault, stalking, or hate crime.

For purposes of this policy, "family member" means a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Leave may take the form of reasonable unpaid leave from work, intermittent leave, or leave on a reduced leave schedule. Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Employees wishing to take leave pursuant to this policy must give advance notice of three (3) days of their intention to take leave to Human Resources. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, stalking, or hate crime, the employee or a designee must give notice no later than the end of the first day on which such leave is taken. Verification of the need for leave may be required. Victims of domestic violence, sexual assault, stalking, or, effective January 1, 2026, hate crime also may request safety accommodations such as: transfers; reassignments; modified schedules; changed work telephone numbers and email addresses; changed workstations; locks installed; additional safety features; or any other adjustments to job structures, workplace facilities, or work requirements in response to actual or threatened domestic violence, sexual assault, stalking, or hate crime.

Employees should direct safety accommodation requests to Human Resources. Ames will make a reasonable safety accommodation requested by an individual who is the victim of domestic violence, sexual assault, stalking, or hate crime, unless doing so would impose an undue hardship on the operation of the business. If the requested accommodation would impose an undue hardship on the business, the Company will engage in an interactive dialogue with the employee to identify other possible accommodations, if any, that will help to maintain a safe workplace and reserves the right to offer its own

accommodation to the extent permitted by law. The Company may require verification of the need for accommodation.

The Company will not tolerate retaliation against any employee who attempts to exercise rights under applicable law. If employees have any questions regarding this policy, they should contact Human Resources.

WASHINGTON PREGNANCY ACCOMMODATIONS

In compliance with Washington law, Ames will not discriminate against the employee in relation to pregnancy and pregnancy related health conditions. The Company will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, including the need to express breast milk. Reasonable accommodations include:

1. providing more frequent, longer or flexible restroom breaks;
2. modifying a no food or drink policy;
3. job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices or the employee's work station;
4. providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;
5. providing for a temporary transfer to a less strenuous or less hazardous position;
6. providing assistance with manual labor and limits on lifting;
7. scheduling flexibility for prenatal visits;
8. providing reasonable break time for an employee to express breast milk each time the employee needs to express the milk and providing a private location, other than a bathroom; and
9. any further pregnancy accommodation the employee may request, and to which the Company must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The Company may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2, 4, and 8 above or limits on lifting in point 6 of more than 17 pounds. The employer may refuse accommodations listed in points 3, 5, 6 (for lifting, only if involves 17 pounds or less), 7, 8, and 9 if the accommodation would pose an undue hardship on the Company’s program, enterprise or business.

The Company is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the Company does so or would do so for other classes of employees who need accommodation.

The Company will not take adverse action against the employee who requests, declines or uses an accommodation under this policy. Further, the Company will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the Company’s need to reasonably accommodate the employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition. Additionally, the Company will not require the employee to take leave if another reasonable accommodation can be provided for the employee’s pregnancy and pregnancy-related health conditions. If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact Human Resources.

WASHINGTON PREGNANCY & CHILDBIRTH LEAVE

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions. Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under Ames's leave policies. This leave does not count towards the employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave Act (PFML), but FMLA leave will run concurrently with this leave.

During this leave, employees may use any applicable paid time off benefits that they have available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence. If employees take this leave only for the actual period of disability, as certified by their health care provider, then they ordinarily will be allowed to return from this leave to the same job they held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the Company has a business necessity to do otherwise. If employees have any questions regarding this policy, they should contact Human Resources.

WEST VIRGINIA

WEST VIRGINIA PREGNANCY ACCOMMODATIONS

Ames will endeavor to provide reasonable accommodations to the known limitations of the employee or job applicant who is pregnant, who has given birth or who has related medical conditions, unless doing so would impose an undue hardship on the Company.

Employees and job applicants must provide the Company with written documentation from their health care provider specifying their limitations and suggesting accommodations that would address those limitations. The Company will not:

- require the employee to accept an accommodation that the employee chooses not to accept;
- require the employee to take leave if another reasonable accommodation can be provided to the employee;
- deny employment opportunities to the employee or job applicant, if such denial is based on the refusal of the
- Company to make a reasonable accommodation to the employee or applicant; or
- take adverse action against employees or job applicants for requesting or using reasonable accommodations under
- the law.

Any Employee who has questions about the policy or who needs to request an accommodation due to pregnancy, childbirth or a related medical condition should contact Human Resources.

WISCONSIN

WISCONSIN FAMILY AND MEDICAL LEAVE

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) and/or the Wisconsin Family and Medical Leave Act (WFMLA). This policy provides employees information concerning FMLA and/or WFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Company will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA and/or WFMLA leave, they should contact Human Resources.

Eligibility

FMLA leave is available to "FMLA-eligible employees." To be an "FMLA-eligible employee," the employee must:

- Have been employed by the Company for at least 12 months (which need not be consecutive);
- Have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
- Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Special hours of service eligibility requirements apply to airline flight crew employees. WFMLA leave is available to the employee must:

- Have worked for the Company for at least 52 consecutive weeks;
- Have worked at least 1,000 hours in the 52 weeks preceding the commencement of leave; and
- Be employed by an employer that has 50 or more employees.

Basic FMLA and WFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The WFMLA provides eligible employees up to six (6) weeks of unpaid leave during a calendar year if

the leave is due to childbirth or adoption, an additional two (2) weeks of leave for the employee's serious health condition, and an additional two (2) weeks to care for a parent, spouse, or child with a serious health condition (employees, however, are entitled to no more than a total of eight (8) weeks of family/medical unpaid leave, not to exceed 10 weeks within the 12-month period under the WFMLA—see further information below).

For FMLA purposes, the 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their family and medical leave. For WFMLA the 12-month period is measured by a calendar year from January 1 to December 31.

Leave may be taken for any one (1), or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption (or foster care--FMLA only);
- To care for the employee's spouse (or domestic partner WFMLA only), child, or parent (and, under the WFMLA, parent-in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one (1) or more of the essential functions of the employee's job); and/or
- Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country (FMLA only).

Under the WFMLA, leave because of the birth of a child or placement of a child with the employee for adoption must commence within 16 weeks before or after the birth or adoption. Under the FMLA, leave because of the birth of a child or placement of a child with the employee for adoption (or foster care) must be concluded within the 12-month period beginning on the date of birth or placement.

Under the FMLA, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Under the WFMLA, a "serious health condition" means a disabling physical or mental illness, injury, impairment, or condition involving inpatient care in a hospital, nursing home. or hospice or outpatient care that requires continuing treatment or supervision by a health care provider.

"Qualifying exigencies" for FMLA leave may include 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.

Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)
In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary

retired list for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." "Covered servicemembers" also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five- (5-) year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran and who is who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Intermittent Leave and Reduced Leave Schedules
FMLA and/or WFMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member (both FMLA and WFMLA) or the serious injury or illness of a covered servicemember (FMLA only) or birth or adoption (WFMLA only).

No Work While on Leave
The taking of another job while on FMLA/WFMLA or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by applicable law.

Protection of Group Health Insurance Benefits
During FMLA/WFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits
At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. The Company will notify employees if they qualify as "key employees" if it intends to deny reinstatement and of their rights in such instances. A "key employee" is defined under the FMLA as the employee among the highest paid 10 percent of all employees who are employed within 75 miles of the worksite. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.
As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits, and other terms. There is no "key employee" exception under WFMLA.

Notice of Eligibility for, and Designation of, FMLA and WFMLA Leave
Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

- Their rights and responsibilities in connection with such leave;
- The Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
- The amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA and/or WFMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA- or WFMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA and/or WFMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA and/or WFMLA leave.

Provide Notice of the Need for Leave
Employees who wish to take FMLA and/or WFMLA leave must timely notify the Company of their need for FMLA and/or WFMLA leave. The following describes the content and timing of such employee notices:

Content of Employee Notice

To trigger FMLA and/or WFMLA leave protections, employees must inform Human Resources of the need for FMLA/WFMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or WFMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA/WFMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- A covered family member (including a domestic partner and parent-in-law under WFMLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
- The leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- A family member is a covered servicemember with a serious injury or illness (FMLA only).

Calling in "sick" without providing the reasons for the needed leave will not be considered sufficient notice for leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially leave-qualifying.

If employees fail to explain the reasons for leave, the leave may be denied. When employees seek leave due to FMLA/WFMLA-qualifying reasons for which the Company has previously provided FMLA/WFMLA-protected leave, employees must specifically reference the qualifying reason for the leave or the need for FMLA and/or WFMLA leave.

Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or WFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or WFMLA notice obligations, may have leave delayed or denied.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employee, subject to the approval of the employee's health care provider. If the employee providing notice of the need to take leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When any employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer the employee during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employee is qualified and which better accommodate recurring periods of leave, to the extent permitted by law.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of leave sought, employees may be required to submit medical certifications supporting their need for FMLA/WFMLA-qualifying leave. As described below, there generally are three (3) types of medical certifications: an initial

certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests that the employee provide medical certifications, the employee must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform the employee if submitted medical certifications are incomplete or insufficient and provide the employee at least seven (7) calendar days to cure deficiencies. The Company will deny leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the health care provider to authenticate or clarify completed and sufficient medical certifications. If the employee chooses not to provide the Company with authorization allowing it to clarify or authenticate the certification with the health care provider, the Company may deny leave if the medical certification is unclear. Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient medical certifications.

Initial Medical Certifications
Employees requesting leave because of their own, or a family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require the employee to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require the employee to obtain a third, final, and binding certification from a health care provider designated or approved jointly by the Company and the employee, to the extent permitted by applicable law.

Medical Recertifications
Depending on the circumstances and duration of FMLA leave, the Company may require the employee to provide recertification of medical conditions giving rise to the need for leave. The Company will notify the employee if recertification is required and will give the employee at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications
Unless notified that providing such certifications is not necessary, the employee returning to work from leave that was taken because of their own serious health conditions that made the employee unable to perform their job must provide the Company medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation, to the extent permitted by law. The Company may delay and/or deny job restoration until the employee provides a return to work/fitness for duty certification, subject to applicable law.

Submit Certifications Supporting Need for Military Family Leave
Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require the employee to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition,

and in accordance with the FMLA regulations, the Company may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

Substitute Paid Leave for Unpaid FMLA and WFMLA Leave
Employees may use any accrued paid time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with the employee's FMLA and/or WFMLA entitlement.

During the leave, employees may be eligible for compensation, such as temporary disability benefits, family leave benefits, or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan shall run concurrently with any FMLA/WFMLA leave entitlement. Upon request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits and workers' compensation benefits.

Pay Employee's Share of Health Insurance Premiums
During FMLA/WFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

Coordination of FMLA/WFMLA Leave with Other Leave Policies
The FMLA and WFMLA do not affect any federal, state, or local law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. However, whenever permissible by law, the Company will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/WFMLA leave is either not available or exhausted, employees should consult the Company's other leave policies in this handbook or contact Human Resources.

Questions and/or Complaints about FMLA/WFMLA Leave
Employees with questions regarding this FMLA/WFMLA policy should contact Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and WFMLA.

The FMLA/WFMLA make it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under the FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or involvement in any proceeding under or relating to the FMLA. If employees believe their rights have been violated, they should contact Human Resources immediately. Company will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

WISCONSIN LEAVE FOR EMERGENCY RESPONDERS

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders or ambulance drivers for a volunteer fire department, a public agency or a nonprofit corporation (“volunteer provider”) are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

Employees who become a member of a volunteer provider must notify Ames in writing within 30 days that they are a volunteer firefighter, emergency medical technician, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the Company of the change in status.

Employees who are going to be late or absent from work due to an emergency that involves their service as a volunteer firefighter, emergency medical technician, first responder or ambulance driver, must make every effort to notify the

Company that they may be late or absent from work 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. Following being late or absent from work due to responding to an emergency, employees must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that they were responding to an emergency and indicating the date and time of the response to the emergency.

WISCONSIN ORGAN AND BONE MARROW DONOR LEAVE

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the Company with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Employees may substitute paid time off while taking otherwise unpaid leave under this policy, and the substitution of paid time does not extend the length of leave under this policy. If applicable, this leave also will run concurrently with FMLA and/or applicable state law.

If applicable, the Company will maintain group health insurance coverage under the conditions that applied immediately before the leave began. In these cases, the Company reserves the right to require the employee to have in escrow with the Company an amount equal to the entire premium or similar expense for eight (8) weeks of the employee's group health insurance coverage (which may be paid in equal installments at regular intervals over at least a 12-month period and which the Company will deposit in an interest-bearing account).

The Company may require certification issued by a health care provider (of either the employee or the bone marrow/organ recipient, as appropriate) which indicates:

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

When employees return from bone marrow and organ donation leave, the Company will return them to the position they held immediately before going on leave or, if that position is not available, to an equivalent position with equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. If the employee wishes to return to work before the end of the leave as scheduled, the Company will return the employee to the same or a similar position (as described above) within a reasonable time (not to exceed the duration of the originally-scheduled leave).

When employees end their employment with the Company, any payments in escrow (as described above) will be returned to them. If employees end their employment during or within 30 days after taking bone marrow and organ donation leave, the Company reserves the right to deduct from the amount returned to the employee any premium or similar expense paid for the employee's group health insurance coverage while the employee was on leave under this policy.