

# Employee Handbook

THE PRIDE GLOBAL FAMILY OF COMPANIES

ANU VETTATH

# The Pride Global Family of Companies

Pride Capital Partners, LLC  
Pride Technologies, LLC (Pride One)  
Russell Tobin & Associates, LLC  
Pride Healthcare, LLC  
Pride Accounting Services, LLC  
Pride Technologies of Ohio, LLC  
Pride BPO, LLC  
Pride Accounting Solutions, LLC  
Pride Advisory, LLC  
Pride Now, LLC  
Pride Compliance, LLC

**Revised: December 2023**

**PRIDE EMPLOYEE HANDBOOK**  
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**WELCOME TO PRIDE!**

We are excited to welcome you to the Pride Family!

We look forward to having you join our unique culture of growth and achievement. Everyone here at Pride will do his/her best to make you feel welcome and help you successfully integrate into the company.

If you have any questions, please do not hesitate to call or email your supervisor.

I look forward to working with you soon.

Kind Regards,

Leo Russell

President/CEO

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## DISCLAIMER

The following handbook and all current and future exhibits thereto (“Handbook”) shall apply to employees of the Pride family of companies listed on the cover page (“Pride”). The information in this Handbook is intended to provide an overview of Pride’s human resources policies, but it is not intended as a complete and exhaustive listing of every policy and procedure.

The provisions of this Handbook are governed by applicable federal, state and local laws and regulations and will be interpreted in a way that is consistent with those laws and regulations. Pride has the right to modify anything in this Handbook at any time and for any reason. Pride complies with all laws and regulations to which it is bound.

This Handbook and the policies explained within are not a contract nor an offer of employment. Nothing in this Handbook creates any rights or privileges to employees beyond those conferred by laws and regulations. The Handbook does not create a right or entitlement to employment. All Pride employees are “at will” employees.

As an “at will” employee, you have the right to leave employment at any time, for any reason or no reason. Pride has the right to terminate your employment at any time, for any or no reason, with or without notice. Any oral or written statements or promises made by anyone at Pride either before you are hired or during your employment are unauthorized and expressly disavowed by Pride and are not binding on Pride. No one at Pride has the authority to make any promises or to change any of the terms of employment without the express written approval of Leo Russell.

Pride makes no promises of any kind in this Handbook. Regardless of what the Handbook says or provides, Pride is free to change wages or other working conditions without having to consult with anyone or obtain anyone’s agreement. Pride has the absolute right to terminate anyone at any time, with or without cause.

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## ABOUT PRIDE

Pride is a minority-owned, diversified business that delivers exceptional service to our clients and has done so continuously since 1983. We are headquartered in New York City and have a global reach with offices located throughout North America, Europe, Asia, and South America. By combining our different divisions, services and expertise, we are able to offer our clients unique and flexible staffing and placement services in areas such as information technology, legal, healthcare, accounting, and finance. In addition, Pride also provides its clients with Vendor Management Services (VMS), Managed Service Provider (MSP) programs, Business Process Outsourcing (BPO), and other human capital solutions that enable them to consolidate the management of their contingent workforce and to enjoy significant cost savings and risk management for temporary labor.



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## INTRODUCTION

This Employee Handbook is designed to provide you with information regarding the policies and procedures related to your employment with Pride Technologies, LLC or its various affiliates (hereinafter "Pride"). The information contained in this Handbook applies to all employees of Pride. Your compliance with the policies described in this Handbook is considered a condition of continued employment. However, nothing in this Handbook alters an employee's status. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between Pride and any of its employees. The Handbook is a summary of our policies and procedures, which are presented here only as a matter of information. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This Handbook supersedes all previous Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Pride reserves the right to change, suspend, interpret or cancel all or any part of its employment policies and procedures with or without notice at any time. Any such modification need not be reflected in this Handbook. Employee's employment shall be governed by and construed in accordance with the laws of the State of New York. Any dispute arising from employee's employment shall be submitted to arbitration before the American Arbitration Association in New York unless stated otherwise in employee's employment agreement.

Should you have any questions on the interpretation of any policy or procedure in this Handbook, it is very important that you speak to your supervisor or the Legal Department to seek clarification.

## POLICIES & PROCEDURES

Pride believes that all employees must be treated equally and fairly. In order to ensure the highest levels of professionalism, we have outlined some of our policies and procedures herein. These policies and procedures do not constitute a contract between you and Pride and shall remain so during your entire tenure with Pride. Violations of these or any other policies may result in disciplinary action up to and including discharge.

## STAKEHOLDER RELATIONS

Pride is dedicated to providing the best possible service to our customers and clients. We require our employees to treat guests, candidates, clients as well as their fellow staff members in a courteous and respectful manner at all times. All of us have an obligation to represent Pride in a positive fashion and to make each other and our customers feel as comfortable as possible in dealing with our organization. The success of Pride relies upon the relationships we develop with our clients and candidates.

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## EMPLOYEE QUESTIONS, SUGGESTIONS & CONCERNS

Pride believes that a high level of communication and feedback among all employees is vital to our continued success as a company. Although we strive to treat all employees fairly and professionally, we nevertheless are interested to know whether you believe that there are problems in the workplace that need to be addressed. Accordingly, if there is something about your job that is bothering you or affecting your work, or you have a suggestion or concern, please first speak with your direct supervisor. Past experience shows most problems can be settled by a simple examination and discussion of the facts. If you are not satisfied with your supervisor's response or if you do not feel comfortable speaking with your supervisor, you may contact the Legal Department at [Legal@prideglobal.com](mailto:Legal@prideglobal.com). If you feel that the Legal Department did not provide a satisfactory response, please speak to Leo Russell. He too will attempt to provide a satisfactory response to the issue presented.

## GENERAL EMPLOYMENT POLICIES

### EMPLOYMENT DEFINED

An “employee” of Pride is a person who provides services for the company on a wage or salary basis. Employees may include exempt, non-exempt, regular full-time, regular part-time, temporary persons, and others employed with the company who are subject to the control and direction of Pride in the performance of their duties. While employed by Pride, employees may not work from home during office hours, unless given express written permission from their direct supervisor. In addition, unless provided with the express permission of Leo Russell, Pride prohibits employees from engaging in any concurrent employment or assignment with any other employer(s) while employed with the company. By accepting a position with Pride, employees affirm that they will be able to fully perform all of the duties and responsibilities associated with their employment.

### EMPLOYMENT RELATIONSHIP

At all times, your employment with Pride will be on an “at will” basis in accordance with company policies. Employment with Pride is based on mutual consent and both the employee and Pride have the right to terminate your employment at will, at any time, with or without cause. You entered into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Pride is free to conclude its relationship with any employee at any time for any reason or for no reason at all. No manager, supervisor or employee has any authority to enter into an agreement for employment, except for Leo Russell. Only Leo Russell has the authority to make any enter into any employment agreement and then only in writing. Unless otherwise stipulated explicitly in writing, no form of compensation will continue after the conclusion of the employment relationship. This Handbook does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee express or implied.

### PERFORMANCE REVIEWS

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis and a record summary of the conversation in Pride’s performance management system (XYME). It is the employees’ responsibility to schedule and drive performance reviews. You will receive detailed and constructive evaluations geared toward maximizing your potential within the company. These evaluations will be held monthly and will provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive and purposeful approaches for meeting goals.

### EQUAL EMPLOYMENT OPPORTUNITY

Pride is an Equal Opportunity Employer and adheres to a strict non-discrimination policy regarding the treatment of all employees and applicants. Pride is committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. It is the policy of Pride to recruit, employ, retain, compensate, train, promote, discipline, terminate, and otherwise treat all employees and job applicants based solely on qualifications, performance, and competence. All employees and applicants will be treated without regard to race, color, sex, age, citizenship, national origin, veteran status, genetics information, current or future military status, sexual orientation, pregnancy, marital or familial status, physical or mental disability or other status protected by law.

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## ANTI-HARASSMENT POLICY

All employees are required to receive annual sexual harassment training as well as carefully review and acknowledge Pride's Sexual Harassment Policy. Please find the Pride Sexual Harassment Policy and Complaint Form attached hereto as Exhibit A and acknowledge receipt thereof.

## PREGNANCY AND DISABILITY ACCOMODATION POLICY

Pride complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities or who are pregnant. Consistent with this commitment, Pride will provide a reasonable accommodation to disabled and pregnant applicants or employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship for Pride.

If you believe you need an accommodation because of your disability or pregnancy, you are responsible for requesting a reasonable accommodation from the Legal Department at [Legal@prideglobal.com](mailto:Legal@prideglobal.com).

## REASONABLE ACCOMODATION OF PREGNANCY (MARYLAND AND NEW YORK CITY EMPLOYEES ONLY)

In accordance with local law, please find your applicable notice of rights during pregnancy attached hereto as Exhibit B and Exhibit C.

## RELIGIOUS ACCOMODATION POLICY

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, Pride will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for Pride.

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you should request an accommodation from the Legal Department.

## GENDER TRANSITION POLICY

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their sex, sexual orientation, gender identity, or gender expression. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. Accordingly, please find Pride's Gender Transition Policy attached hereto as Exhibit D.

## PROTECTION OF REPRODUCTIVE HEALTH DECISION MAKING POLICY (New York Employees only)

Pride complies with New York Labor Law Section 203-E, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of reproductive health decision. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. Accordingly, please find Pride's Protection of Reproductive Health Decision Making Policy attached hereto as Exhibit F.

## ANTI-RETALIATION POLICY

Pride strictly prohibits any form of retaliation against an employee who makes a good faith complaint or reports conduct prohibited by Pride's policies, procedures or standards of conduct or other conduct prohibited by law or regulation. Pride further requires that all employees cooperate with the company in an internal investigation of any matter and to provide, honest, truthful, and complete information to the best of the employee's ability. Accordingly, any employee who participates in good faith in an investigation is protected from retaliation under this policy. Pride encourages its employees to make good faith disclosures of any misconduct or violation of a policy, procedure or standard of conduct to the appropriate company representative. A disclosure or report is made in good faith whenever the person holds a "reasonable" belief that a violation of company policy, procedure or standard of conduct has occurred, or holds a reasonable belief that an action taken is prohibited by law or regulation. A report is not made in good faith if it is based on information known to be false, intentionally or negligently ignores or overlooks information that would disprove the violation, is made with the purpose of falsely maligning another employee or is otherwise made for an improper purpose.

Employees and applicants will not be subject to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in the following:

- Filing an internal or external discrimination complaint;
- Assisting or participating in a discrimination investigation, compliance evaluation, or similar activities related to EEO laws;
- Opposing unlawful or discriminatory practices;
- Encouraging someone to oppose such practices; or
- Exercising any rights or privileges under this policy or applicable EEO laws, regulations or executive orders

Retaliation may exist when action is taken against a person who made the initial complaint or action is taken against a person(s) who participated in the investigation into whether a violation occurred. The "action" that forms the basis for retaliation can take many forms, and includes, but is not limited to, any action or conduct that deprives the individual of employment opportunities or otherwise adversely affects the individual's status as an employee or the employee's work environment. Any employee found to have retaliated against another employee in violation of this policy is subject to discipline, up to and including discharge from employment.

Pride takes all complaints of retaliation very seriously and will investigate all complaints in a timely manner and will take appropriate steps to address claims of retaliation when substantiated. Employees who observe any act that could be construed as retaliatory should also report the conduct to Employee Relations or the Legal Department at [Emprelations@prideglobal.com](mailto:Emprelations@prideglobal.com)/ [Legal@prideglobal.com](mailto:Legal@prideglobal.com).

## LODGING A COMPLAINT

An employee who believes that he/she has been subjected to unlawful discrimination, harassment or retaliation or otherwise wishes to bring an issue to the company's attention may file a complaint with Employee Relations or the Legal Department at [EmpRelations@prideglobal.com](mailto:EmpRelations@prideglobal.com)/[legal@prideglobal.com](mailto:legal@prideglobal.com).

## **PAYROLL PRACTICES AND COMPENSATION**

### **BUSINESS HOURS**

Pride's normal business hours are 8:30 a.m. to 5:30 p.m., Monday through Friday.

Full-time employees are expected to work eight hours each workday, five days each workweek, exclusive of meal/lunch breaks and rest periods. Employees may be required to come in early, work late, or work overtime hours (when eligible) from time to time, depending on various factors, such as workloads, staffing needs, and special projects. Employees will receive their specific work schedule from their manager or supervisor. If you have any questions about your work schedule, you should speak with your manager or supervisor to avoid any misunderstanding.

### **PAY PERIODS**

Employees are compensated in either weekly or bi-weekly increments. You will be informed of your pay period during the onboarding process. Please direct any questions regarding your pay period to your supervisor.

### **OVERTIME**

Pride employees receive overtime compensation in accordance with applicable federal, state, and local laws.

### **DIRECT DEPOSIT**

Pride has mandatory direct deposit of paychecks for all employees. Employees may elect to have their paychecks deposited to any bank or credit union of their choice in the continental United States. An Authorization Agreement Form for Direct Deposit must be signed and sent to the Payroll Department upon hire. If an employee changes his or her bank or credit union or closes an account, the employee must complete another Authorization Agreement for Direct Deposit and submit it to the Payroll Department.

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## TIMEKEEPING

To ensure that Pride has complete and accurate time records and that employees are paid for all hours worked, non-exempt employees are required to record all working time. Employees must record their time using LAUNCH, Pride's proprietary timekeeping program. Employees should record on a daily basis all actual time worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid meal/lunch periods. Your supervisor will review and approve your time entries.

Falsifying time entries, including by working "off the clock," is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline up to and including termination. You must immediately report to the Legal Department any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

For more information on how to report a perceived violation, please see the "Lodging a Complaint" section of this Handbook.

## EXPENSE REIMBURSEMENT

Periodically, employees do incur expenses associated with the work performed on behalf of Pride. Expenses incurred by an employee must have prior approval by a direct supervisor or other authorized personnel. All expenses must be accompanied by an original receipt in order to obtain reimbursement. All expenses are to be submitted to Pride by submitting a request through LAUNCH, along with detailed receipts for each expense.



## ON THE JOB

### STANDARDS OF CONDUCT

Pride work rules and standards of conduct are important, and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own job(s) and conducting the company's business. Employees are required at all times to behave in a professional manner and at no time should they behave in a manner that infringes on the rights of others or subjects the company to disrepute. While not intended to list all the forms of behavior that are considered unacceptable in the workplace, this section of the Handbook provides examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment.

### EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information supplied and collected throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, disciplinary action up to and including termination.

### ATTENDANCE

Pride requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday or late for work must notify their supervisor as far in advance as possible but at least two (2) hours before the start of the work day. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

Excused absences are those taken in accordance with Pride's PTO policy, defined herein. Unexcused absences may subject employees to disciplinary action, up to and including termination.

### OFFICE ATTIRE

A professional appearance is important and as such appropriate dress, grooming, and cleanliness standards contribute to the business image presented to our clients, employees, and potential employees. Therefore, Pride expects its employees to present a clean and professional appearance when they represent the company, which includes but is not limited to representing the company on company premises and on client sites.

### PERSONAL PROPERTY

It is imperative that you safeguard your own personal belongings such as pocketbooks, wallets, and personal desk items. At Pride, we are committed to providing employees with a safe, comfortable working environment. However, given the level of traffic in and out of the office, we cannot guarantee the security of employees' personal property. Therefore, you should take special precautions to protect your belongings at all times. Please remember not to leave valuables in an unsupervised work area.

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## FOOD & BEVERAGES

Please refer to your offices' individual guidelines concerning restrictions on food and beverages in the workplace. As a general rule, employees are not permitted to consume food at their personal workspaces.

## SOCIAL MEDIA POLICY

Pride recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, wikis, and similar services (collectively, "Social Media"). Employees should be mindful of the differences between personal and professional use of Social Media, and that irresponsible use of Social Media can pose risks to Pride's confidential and proprietary information, reputation, brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the company's IT resources and communications systems are used appropriately, Pride expects its employees to adhere to the following guidelines and rules regarding Social Media use.

**Professional Use of Social Media.** Pride encourages its employees to participate professionally in Social Media as a means of generating interest in Pride's services and creating business opportunities. However, Social Media should never be used to:

- Violate or circumvent any of Pride's policies or procedures, standards of ethics, or code of conduct;
- Violate any of Pride's confidentiality and proprietary rights policies, or the rights of its clients, candidates, or employees;
- Engage in unlawful harassment or discrimination against current employees or applicants for employment;
- Violate Pride's privacy policies or terms of use for its company websites;
- Violate any other laws or ethical standards;
- Defame or criticize Pride's clients.

**Personal Use of Social Media.** Employees should not engage in personal use of Social Media sites during normal working hours unless doing so is related to job activity. Employees should not represent or give the impression that any statements or opinions they express on Social Media are those of Pride. Pride does not permit employees' use of Pride's logo, Pride's intellectual property, or any image associated with Pride, its employees, clients, or candidates on employee's personal Social Media without prior written consent from an authorized company executive. In keeping with this policy, Pride requests that employees adhere to the guidelines listed below when participating in Social Media sites:

- Make clear that the views you express are yours alone and do not necessarily reflect those of Pride;
- Do not disclose any confidential or proprietary information regarding Pride;
- Be at all times respectful of Pride, its employees, clients, affiliates, and others, avoiding inappropriate comments, disclosure of confidential information, harassing, discriminatory, or defamatory behavior.

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**Monitoring & Discipline.** Employees have no expectation of privacy when accessing any Social Media or other internet sites using Pride equipment, including company-provided internet access, whether during or after work hours.

Consult your supervisor, the Pride Legal Department, or Leo Russell with any questions regarding this policy, your activity on Social Media, or the appropriateness of publishing information about concepts or developments related to Pride. Employees who violate this policy may be subject to discipline, up to and including termination of employment.

## COMPANY-SPONSORED EVENTS

From time to time, Pride will invite its employees to various optional company-sponsored events. Pride schedules these events for the purpose of bolstering company cohesion by providing its employees with opportunities to interact with one another outside the work environment. During such events, Pride has purchased insurance that is designated as coverage for those employees who attend. Accordingly, by choosing to participate in a company-sponsored event, employees accept the insurance coverage that Pride has made available and employees shall agree to sign an Event Participation Waiver form, before participating in any company-sponsored event.

## LACTATION POLICY

Pride supports women who choose to express milk at the workplace. Accordingly, please find Pride's lactation policy in Exhibit E of this Handbook.

## CONCURRENT EMPLOYMENT

Pride prohibits employees from engaging in any concurrent employment, assignment or other commitment for the purpose of receiving compensation whether as a full or part-time employee, independent contractor or freelancer without the express written permission of Leo Russell.

## PRIDE IN BALANCE (WORK FROM HOME)

Pride Global has created "Pride in Balance," a framework designed to encourage members of the Pride family of companies to find balance and motivation in the harmony between work life and home life. The intention is also to engage with new talent populations looking for alternative and unique work structures.

The following categories of employees are eligible to participate in PIB:

- Remote employees: Employees that reside in a location where there is no Pride office within a reasonable distance.
- Hybrid employees: Employees that reside within a reasonable distance from a Pride office and have worked with Pride Global for at least 90 days (or for such shorter period if approved by Leo Russell).

All aforementioned employees must maintain a minimum performance rating of "exceeds expectations," in the previous 90 days, and PIB forms must be fully approved by your respective manager, DOJO head and CEO, prior to you being permitted to participate in PIB.

## OFFICE DOG POLICY

Pride employees may bring their dogs to work, subject to compliance with this policy.

- **Approval.** An employee who wishes to bring their dog to work must first obtain approval from their manager. Approval will be granted on a case-by-case basis. Bringing dogs to the workplace is a privilege – Pride reserves the right to refuse to allow any employee to bring their dog to work, to request the removal of any employee's dog, or to restrict dogs from certain areas of Pride's office (i.e. kitchen or eating areas) in Pride's sole discretion, with or without warnings or prior notice.
- **Responsibility.** An employee who brings their dog to work will be responsible for their dog. Employees must maintain control of their dog at all times and ensure that their dog does not interfere with coworkers or guests. Dog owners will be responsible for any damage caused to the property of Pride, its employees, or guests. Dog owners must be respectful of those who do not wish to interact with dogs.
- **Hygiene, Vaccinations, and Behavior.** All dogs brought to work must be vaccinated, spayed or neutered, housebroken, free of parasites and communicable illness, and recently washed. Pride reserves the right to demand proof of vaccination or medical records for any dog that an employee wishes to bring to the office. If your dog is sick, please do not bring it to the office. Dogs must be brought outside of Pride's offices (excluding office outdoor terrace areas) to relieve themselves, and owners are responsible for cleaning up after their dogs.
- **Requirements.** Dogs are only permitted in the office during normal business hours and must not be left in Pride's offices overnight. Employees may not bring more than one (1) dog into Pride's offices at a time.

Any employee experiencing an issue with dogs brought to the office should speak with their manager or contact the legal department at [Legal@prideglobal.com](mailto:Legal@prideglobal.com).

In addition to the above, reasonable accommodations will be made as required by applicable law for those employees who require the use of a service animal. If you wish to bring a service animal to work, please submit a request consistent with our Disability Accommodation policy.

## POLITICAL POLICY

Pride does not allow political campaigning or partisan political activities at any Pride workplace or facility, and does not permit the use of Pride resources, including computers, telephones, e-mail, or employee work time, for political campaigning, fundraising, or partisan political activities.

Pride employees have the right to participate individually in the political process and to make voluntary contributions of their non-working time and personal resources to support candidates and political parties of their choice. Pride encourages employee involvement in the political process, but these activities must not conflict with your work performance and you must make it clear that you are acting as a private citizen and that you do not represent Pride.

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## JURY DUTY

Pride encourages employees to fulfill their civic duties related to jury service. Non-exempt Pride Employees summoned for jury duty are entitled to paid time off for the first two days of jury service. For any additional days, time off will be unpaid. Employees may opt to use any available accrued vacation time in place of unpaid leave.

If you receive a jury summons, you must inform your supervisor as soon as possible to make arrangements for a leave of absence. Pride reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

You are expected to return to work if you are excused from jury duty during regular working hours or released from jury duty earlier than expected.

## VOTING LEAVE

Unless otherwise prescribed by law, Pride internal employees will be given two (2) hours off when necessary to vote in federal, state or local elections. Requests for such leave must be submitted in writing to your manager at least forty-eight (48) hours in advance of the election.

## GAMBLING IN THE WORKPLACE

Company employees shall not engage in gambling activities during work hours and are prohibited from using company equipment, facilities or client sites for which they are assigned to carry out such activities.

## DISCIPLINARY PROCESS

Your employment at Pride is on a purely “at will” basis, which means that you can be disciplined and/or terminated with or without cause at any time and with or without prior notice. Pride attempts to treat employees fairly and equitably. For certain offenses such as theft, intoxication, fighting, insubordination, or other lesser violations of company policy, we endeavor to provide employees with prior warnings so that they may correct their behavior before discharge becomes necessary. In addition, Pride will take appropriate action up to and including discharge at its discretion against any employee who is found to be in violation of the employment policies and standards set forth by the company. In all matters, the company reserves its inherent right to exercise full discretion and authority to make all employment decisions as a purely at will employer.

## CONSENT TO PHOTOGRAPH OR RECORD

Employees acknowledge that Pride utilizes video surveillance in its office locations and may, in its sole and absolute discretion: (i) videotape or photograph employees on Pride’s premises or while employees are on duty; (ii) record wire and oral communications involving employees made on Pride’s premises or utilizing the company’s equipment; and (iii) monitor, recover, and/or record all of an employee’s activities utilizing Pride’s computer and/or software. Employees hereby also unconditionally and irrevocably agree, consent, and authorize Pride to videotape, photograph, and/or record employees on the company’s premises or while employee is on duty and to use all such videotapes, photographs, and recordings in its sole and absolute discretion. Employee waives any right to royalties or compensation arising or related to the use of employee’s image.

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## TELEPHONE & COMPUTER USAGE

Employees may not at any time utilize the computers, telephones, or other technology of Pride's or any of Pride's clients for any personal, unlawful, or other inappropriate purpose. Employees may not, at any time, access any websites, material, or images which are inappropriate for a business environment. Examples of such inappropriate content includes, but are not limited to, any pornographic or adult materials, any other images or text of a sexual nature or that other employees might find offensive, and any material that impugns or demeans an individual's age, race, gender, religion, ethnicity, sexual preference, etc. Employees should be guided by their common sense in using the telephone and computer.

## VERIFICATION OF EMPLOYMENT

No employee may respond to any inquiries from employment agencies or others regarding an internal employee or former internal employee. If, for any reason, a representative from an employment agency or any other person contacts you seeking such information, the inquiry should be forwarded to Pride's Legal Department. Under no circumstances should any information be released or verified by an employee regarding a present or past employee, unless authorized to do so, in writing, by Pride's Legal Department.

## CONFIDENTIAL INFORMATION

In the course of your employment with Pride, you may be granted access to or be exposed to confidential information of Pride, Pride's affiliates, Pride's clients, other employees, and candidates. This policy summarizes the responsibilities of Pride employees as they relate to confidential information and intellectual property. The objective of the policy is to protect the interests of Pride and Pride's clients and ensure compliance with Pride's obligations to its clients and licensors.

"Confidential Information" may include, but is not limited to, the following items. Individuals who are uncertain if the type of information being used is confidential should seek clarification from their manager or supervisor.

- Employee personal information, such as name, birth date, race, gender, marital status, disability status, veteran status, citizenship, Social Security number (SSN), home address, home telephone number(s), relatives' names, addresses, and telephone numbers
- Employee personnel files and information, such as employment status, leave of absence information, appointment begin and end dates, termination date, termination reason, payroll information, salary rates, tax information, withholdings, direct deposit information, benefit enrollment information, and Protected Health Information (PHI);
- Business information, such as organizational finance information, including rates and investments, operating plans, strategic, business and marketing plans, management documentation, security information, policies and procedures, legal documents, audit reports, emails and other internal communications;
- Client information, such as client lists, agreements, communications and correspondence, rates, services, reports, and deliverables.

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**EXAMPLES OF INTELLECTUAL PROPERTY**

"Intellectual Property" may include, but is not limited to, the following items. Individuals who are uncertain if the type of information being used is considered Intellectual Property should seek clarification from their manager or supervisor.

- Logos, slogans, and other marketing materials
- Designs
- Inventions
- Software and other computer code
- Video, audio, and other content
- Presentations, Models, Analyses, and Reports
- Methods, processes, know-how, formulas, and other trade-secrets

**CONFIDENTIAL INFORMATION POLICY**

All Pride employees and those acting on behalf of Pride who have access to confidential information or intellectual property of Pride, Pride's employees or clients, or the confidential information of Pride's clients, will maintain the confidentiality of all such confidential and private information and ensure that such information is treated in accordance with Pride's policies, including but not limited to this policy and all applicable security policies. Employee will view, use, and disclose such materials only in the performance of the employee's job duties, and for no other purpose, unless otherwise given permission in writing, but in no event for the employee's personal benefit. Employees are expected to maintain the confidentiality of all such confidential and private information, follow this Policy and all applicable security policies, and not to disclose it or use it in any way that is not required for your job duties. Persons are expected to use discretion and good judgment, and to follow ethical standards, when using or transmitting confidential information. This obligation to secure the confidentiality of information includes without limitation, adhering to the following guidelines:

1. Information is to be kept confidential and not disclosed to individuals, including persons without a need to know. Information is to be used for job-related purposes only, and the use of such information for private or personal purposes is strictly prohibited.
2. Information should not be accessed, discussed, or left visible in the presence of outsiders, both outside of the office and inside of the office (as third parties are often present in the office) or at a client work site.
3. Employees should exercise extreme care when transmitting information including without limitation:
  - a. Ensuring that the distribution of information is limited to intended recipients.
  - b. Being cognizant that transmissions by voice, e-mail, or facsimile are easily forwarded by recipients to individuals who the original transmitter may not have intended or contemplated as a recipient.
  - c. Pride's employees and, whenever possible, independent contractors and subcontractors should send Pride business-related emails through the company's email system.
  - d. Employees should not email information from their company e-mail account(s) to their personal e-mail.
  - e. Employees should send information by facsimile only with a fax cover sheet alerting the recipient that the facsimile contains privileged and/or confidential information.

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4. Before sharing Information with outside vendors (including independent contractors and subcontractors), employees should ensure, wherever practicable, that the vendor has signed an appropriate confidentiality agreement with Pride.
5. Whenever contacted by the media or any outside publication or organization for information regarding Pride, employees must follow Pride's policies for External Communications as outlined in this policy and elsewhere in Pride's employee handbook.

In addition, by accepting employment, employee agrees that Pride will own any and all intellectual property that, in Pride's sole opinion, are made on company time or using company assets, that relate to Pride's business, or that are required to meet Pride's obligations, and that the employee will assist Pride in perfecting and protecting its title to such intellectual property.

Pride employees and those acting on behalf of Pride shall immediately report any suspected violation(s) of this policy or any other action which violates the confidentiality of Pride information to the employee's manager/supervisor, or Pride legal department. Pride will not tolerate retaliation toward or harassment of employees who in good faith report a suspected or knowing violation(s) of this policy. The identity of individuals providing information about a suspected violation(s) will be protected within legal limits. Individuals who take retaliatory action will be subject to disciplinary action, up to and including termination.

When in doubt, the employee should treat information acquired in the course of employment at Pride, as well as the means of accessing such information (including but not limited to keys, usernames, and passwords) in the strictest confidence and consult their direct supervisor or Pride's legal department for clarification.

Failure to comply with this policy shall be grounds for disciplinary action up to and including termination.

#### CLIENT CONFIDENTIAL INFORMATION POLICIES

In addition to the above policy, Employees shall also comply with applicable confidentiality, intellectual property, and security policies of any Pride clients to which they are assigned.

## COMPLIANCE WITH THE HEALTH INSURANCE PRIVACY AND PORTABILITY ACT OF 1996 ("HIPAA")

In the course of your employment with Pride, you may be exposed to "protected health information" ("PHI" as defined by HIPAA) of patients, employees, temporary workers, or others. Access to PHI will be granted on a "need to know basis," which is defined as information that is required in order to perform your responsibilities. You are expected to keep any such PHI strictly confidential and it must not be shared with anyone, including but not limited to your co-workers, family, or friends.

A violation of this policy shall be grounds for disciplinary action, up to and including termination of employment and legal action, regardless of whether you actually benefitted from the disclosure of PHI. Upon separation from your employment with Pride, or when at an earlier or later date you are requested by a member of management, you must promptly deliver to Pride all property of Pride as well as the original and all copies of all other documents containing any proprietary or confidential information.



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## EMPLOYMENT ELIGIBILITY VERIFICATION COMPLIANCE

In compliance with the Immigration Reform and Control Act of 1986 (“IRCA”) and any other applicable federal, state, or local laws, Pride is committed to employing only those who are authorized to work in the US, and will not discriminate on the basis of national origin or citizenship in hiring, recruiting or terminating employees.

Every employee of Pride must adhere to all aspects of this policy. Failure to comply with IRCA may subject Pride and any responsible individuals to civil monetary or criminal penalties. Violations of this policy may be grounds for employee discipline, up to and including termination of employment.

Please see Pride’s “Employment Eligibility Verification Compliance Policy” in the Exhibits attached hereto.

## COMPANY PROPERTY

Employees should take all possible care when using Pride’s property, goods, intellectual property, and services and ensure they are used efficiently, carefully, and honestly. Certain employees may be entrusted with Pride computers, monitors, and/or related items, for them to work remotely for Pride (if necessary, in the performance of the employees’ job duties). Regardless of the type of property entrusted, employees agree to be financially responsible for the cost of replacing any Pride property entrusted to them, should they damage and/or fail to return the company property, upon request by Pride. Unless permission has been granted by your manager, Pride property is not to be used for personal purposes. Any Pride property, including but not limited to computers, laptops, monitors, phones (cellular or land line), tablets, headsets, and other computer equipment, shall remain the property of Pride at all times, and must be returned immediately upon request. Company reserves the right to report any employee or former employee who fails to comply with this policy to law enforcement.

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## DATA SECURITY AND PRIVACY POLICY

Pride must protect restricted, confidential, or sensitive data from loss to avoid reputation damage and to avoid adversely impacting our clients. Pride strives to balance the critical business requirement of protecting such data with the need for flexibility and access to accomplish work tasks. Though no procedure is perfect (i.e. it is not anticipated that this technology control can prevent all theft or detect all sensitive data), Pride has promulgated this policy to promote awareness among employees and to avoid accidental loss scenarios. This policy outlines the requirements for data leakage prevention, a focus for the policy and a rationale.

The term “Data” includes all sensitive or proprietary data of Pride, its employees, candidates, and clients that requires protection including, but not limited to, personal identifying information (“PII”), financial, accounting, legal restricted, sensitive, confidential information, and intellectual property.

You are required to comply with the following rules related to data security:

1. Immediately report any unknown, un-escorted, or otherwise unauthorized individual on the Premises to your supervisor.
2. Visitors must be escorted by an authorized employee at all times, and must be restricted to areas appropriate for their visit.
3. Do not to reference or otherwise disclose Data, including its subject or content, publicly, to any unauthorized third party, or via systems or communication channels not controlled or authorized by Pride.
4. Maintain a clean desk, leaving no sensitive Data exposed unnecessarily or unattended at your workstation (this applies to work performed at Pride’s offices, at home, and at a client work site).
5. Comply with the Pride password policy, utilizing secure and complex passwords on all systems that contain or transmit sensitive data. Passwords must be unique and must not be used on other external systems or services.
6. Terminated employees must return all Data, in whatever form, to Pride upon their termination. Employees shall execute a written acknowledgement of this policy during their onboarding process.
7. Immediately notify your supervisor in the event that a device containing in scope data is lost (e.g. mobiles, laptops etc).
8. In the event that you find a system or process which you suspect is not compliant with this policy or the objective of information security you have a duty to inform your supervisor so that they can take appropriate action.
9. If you have been granted permission to work remotely, you must take appropriate precautions to ensure that data is appropriately handled and stored, and not improperly disclosed. Seek guidance from your supervisor if you are unsure as to your responsibilities.
10. Please ensure that assets holding data in scope are not left improperly exposed, for example visible in the back seat of your car.
11. Data transfers must utilize approved secure transfer methods (e.g. encrypted USB keys, secure file shares, encrypted email etc). Pride will provide you with systems or devices that fit this purpose. You must not use other mechanisms to handle sensitive Data. Please direct any questions or issues about data transfer to your supervisor.
12. Any information being transferred on a portable device (e.g. USB stick, laptop) must be encrypted in accordance with industry best practices and applicable law and regulations. If there is doubt regarding the requirements, seek guidance from your supervisor.

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## REMOVABLE MEDIA

The following policy applies to all employees of Pride who use Pride's network. This policy outlines the minimum standards for acceptable use of removable media devices. For purposes of this policy, removable media devices shall include, but are not limited to, optical discs, cellular phones, DVDs, CDs, Blu-ray discs, compact flash cards, external hard drives, digital cards and memory sticks, floppy disks and zip disks, magnetic tapes, paper storage including but not limited to, punch cards or punched tapes.

Pride wishes to prevent damage to all removable media devices of the company as well as prevent the compromise or loss of company data. Pride hereby imposes the following mandatory restrictions on the use of all removable media devices:

- Removable media devices owned or leased by Pride shall be the only removable media used by employees while on Pride's premises.
- No employee shall be permitted at any time to use any unauthorized removable media with Pride's systems.
- Pride's removable media devices shall only be used by authorized persons of the company to transport or store company data when other secure means to do so are not reasonably available.
- Authorized persons shall only use removable media devices for the purposes of storing or transporting company data for work-related tasks.

Pride's removable media devices shall be protected by the authorized users of such removable media devices and shall be treated with the same care as the company's sensitive material. Authorized employees are expected to take all necessary precautions to secure said devices.

Please note that employees assigned to client sites are required to comply with the terms of this Policy and the policies of the client site at which they perform their job function(s).

## EXTERNAL COMMUNICATION

The following section sets forth Pride's policies regarding external communication(s) made on behalf of, or that can be viewed as being on behalf of, the company. Employees making any such statements, comments or communicating through any written form in a public forum on any matter relating to the company must do so in a way that is in keeping with the values and standards set forth by Pride. Additionally, such communication(s) must protect and support the reputation of the company. Only those given authority to do so by Pride may speak with the media and/or other public forums on behalf of the company.

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## COMPUTER, E-MAIL & INTERNET USAGE

For purposes of this section, “Technology” refers to any computer hardware (including, but not limited to computers, smartphones, tablets, file servers, computer networks, video and audio systems, phones, copy machines, and scanners), electronic communications (including but not limited to the Internet, e-mail, instant messaging, and text messaging), software applications, computer data and documents, and websites (including, but not limited to blogs and social media) that are owned or provided by Pride or any of its clients, or to which Pride or any of its clients may provide its employees with access. This section states the guidelines for acceptable use of such Technology. Any employee who uses Technology in violation of this section will be subject to disciplinary action including, but not limited to, denial of access or termination of employment.

Pride employees are expected to use Technology responsibly and productively as necessary to perform their job duties. Employees shall not use Technology for personal use. Employees may not use Technology to transmit, receive, view, or store any material or content that is defamatory; discriminatory; harassing; pornographic; contains derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes or sexual preference; disparaging, abusive, profane, offensive, or that is or is related to any illegal activities (including, but not limited to, piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail).

Employees may not use Technology in a manner that infringes on the intellectual property rights of Pride, its clients, or any other person. Employees may not use Technology in a way that limits or disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (i.e. sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading, opening, or installing any software or other program files or online services from the Internet without prior approval from Pride or its clients. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of Pride is responsible for the content of all text, audio, video or image files that he or she places or sends over Pride’s or its client’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide or otherwise obscure the identity of the sender or represent the sender as someone else. Pride’s client’s corporate identity may be attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

Employees should take all precautions to ensure that e-mail communications are not only sent to the intended recipient(s), but also that the language used in the subject and body of the e-mail represent Pride and its clients in a favorable light. All e-mail communications sent to and/or from your Pride or client email account is the property of Pride or the client and will not be considered the confidential communications of an employee. Pride strictly prohibits the use of profanity, defamatory, sexual or any other disparaging remarks when sending e-mail communications. Breach of these rules may subject an employee to disciplinary action up to and including termination of employment.

Employees acknowledge that they have no expectation of privacy in their use of Technology. Pride and its clients reserve the right to examine, monitor, store, copy, edit, and regulate all employee use of Technology, and to take any action it deems necessary to prevent a violation of this policy or mitigate any risks associated with a violation of this policy.

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Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

## **BORROWING/ACCEPTING/GIVING GIFTS**

Employees should not accept compensation, gifts, commissions, perks, or other benefits from a person or organization outside of the company if the intent of the gift or the benefit could be interpreted as an attempt to induce the employee to waive or reduce requirements or to extend a financial or other benefit to a person or organization outside of the company and to the detriment of the company's interest.

While it is impossible to define all circumstances surrounding this policy, as a general rule, no employee should accept a gift or benefit if it could be seen as intended or likely to cause that employee to:

- Perform their job in a way that is inconsistent with the way in which an employee would normally perform his or her job function; or
- Cause them to deviate from their usual course of duty.

Employees may accept token gifts or benefits in certain circumstances provided that there is no possibility that the employee might be perceived as being compromised as a result of said gift or benefit. Gifts of nominal value generally used for promotional purposes, or as moderate acts of hospitality may be accepted by employees. However, it is the responsibility of the employee to notify their manager as soon as the gift or benefit is received. In addition, employees must not take advantage or seek to take advantage of their position to obtain a benefit, either for themselves or someone else. Moreover, Pride prohibits employees from conferring cash gifts to any individual(s) or organization(s).

## CONFLICT OF INTEREST

All Pride employees have an ethical responsibility to promote the company's best interests. As such, no employee may engage in any conduct or activity that is inconsistent with Pride's best interests or that in any manner disrupts, undermines, or impairs Pride's relationship with any client or prospective client or any outside organization, person or entity with which Pride has or proposes to enter into an arrangement, agreement, or contractual relationship of any kind.

Employees must ensure that there is no conflict or incompatibility between Pride and their personal interests. For purposes of this policy it is not possible to define all potential areas of a conflict of interest and while not all inclusive, the list below provides examples of such:

- Loans, personal payments, gifts of other than nominal value (less than \$50), or personal payments of any kind from any person or business enterprise that:
  - competes with Pride; or
  - purchases or sells, or seeks to purchase or sell, goods or services, to, or from, Pride.
- Initiating or approving personnel actions affecting reward or punishment of employees or applicants where there is a family relationship or appears to be a personal or social involvement.
- Promotion of or soliciting for any political entity, domestic or foreign.
- Promotion of or soliciting for clients for own private business.
- Additional employment that prevents or hinders the performance of a person in their role. Any form of additional employment activity (whether business, cultural, musical, athletic, volunteer or political) must be shared with Leo Russell (in writing) with a copy to the Legal department.
- Making any unlawful agreements with clients.

If any employee becomes aware of any actual or potential conflict of interest, the employee should immediately notify their supervisor of such conflict and take precautions to avoid any unfavorable outcome to Pride as a result of the conflict. If a conflict of interest arises where an employee engages or is likely to engage in activities or advances, or is likely to advance personal or other interests at the expense of Pride's interests or the interests of other employees, Pride may then intervene and take reasonable steps to protect its interests and that of its employees.

If an employee is in doubt as to whether a conflict exists, he/she should contact their supervisor. Wherever possible, employees should disqualify themselves from situations of conflict of interest. Pride reserves the right to determine whether relationships that are not specifically covered by this policy represent actual or potential conflicts of interest. In any case where Pride determines, in its sole discretion, that a relationship between an employee and a non-employee or an employee and an outside organization or individual presents an actual or potential conflict of interest, Pride may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not limited to, transfers, reassignments, changing shifts or responsibilities, or, disciplinary action up to and including the possibility of immediate termination.

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## WAGE DISCLOSURE PROTECTION

In accordance with State and federal law (including but not limited to under the Minnesota Wage Disclosure Protection Law), you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection Law are to bring a civil action against your employer and/or file a complaint with the appropriate State and/or federal agency (which in Minnesota is the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354).

## HEALTH AND SAFETY

### NO SMOKING

Smoking is not allowed on Pride's premises, which includes, but is not limited to: private offices; work areas; kitchen area; conference rooms; storage rooms; and outdoor decks.

"Smoking" shall include inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or other smoking equipment or device in any manner or form, including but not limited to vaporizers and similar electronic cigarette / smoking devices. Employees are expected to exercise common courtesy and respect the needs and sensitivities of co-workers with regard to this smoking policy. In accordance with relevant law, Pride prohibits any form of retaliation against an employee for exercising, or attempting to exercise, any rights under this policy.

### EVACUATIONS

Employees must comply with all rules and regulations for emergency evacuations set forth by the facility to which they are assigned, irrespective of whether the emergency is actual or simulated. Managers and supervisors are required to ensure that all employees follow evacuation procedures and the directions of authorized emergency personnel.

### DRUG-FREE & ALCOHOL-FREE WORKPLACE

It is the policy of Pride to maintain a drug- and alcohol- free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Pride also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Pride prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Company's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination.



## VIOLENCE IN THE WORKPLACE

In commitment to its employees and clients, Pride has set a standard of expectation that at all times a safe, collaborative workplace free from violence or threats of violence will be provided. For purposes of this employment standard, “workplace violence” is any violent or potentially threatening behavior that arises from or occurs in the workplace that affects Pride’s employees, clients, or visitors. Pride does not tolerate behavior, whether direct or through the use of company facilities, property, or resources, that:

- is violent;
- threatens violence;
- unlawfully harasses or intimidates others, including but not limited to stalking behavior;
- interferes with an individual’s legal rights of movement or expression; or
- disrupts the workplace, a client’s workplace or the Pride’s ability to provide services to the public.

Prohibited violent or threatening behavior includes, but is not limited to, physical acts, oral or written statements, harassing telephone calls, gestures and expressions, or behaviors such as stalking. Individuals who engage in any conduct prohibited by this standard may be banned from Pride or client property, and may be subject to discharge or other disciplinary action, arrest and/or criminal prosecution. This policy applies to all work locations including offices, work sites, and field locations.

## **TIME AWAY FROM WORK AND EMPLOYEE LEAVE**

### **HOLIDAYS**

Pride observes the following holiday schedule: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

Pride offers floating holidays in lieu of Good Friday. Employees are allowed to work on Good Friday and then take another day off with manager approval.

### **PAID TIME OFF**

Full time employees with 0-2 years of service shall be eligible for up to fifteen (15) days of paid time off ("PTO") during each full year of service. Thereafter, PTO days increase based on number of years of service. Please review Exhibit G – Pride Global PTO policy 2023 for details. PTO will accrue on a monthly basis beginning on the Employee's start . PTO may be used in advance of accrual, with supervisor approval.

Employees can use PTO for any reason, including for the care and treatment of yourself or a family member, vacation, mental health day, sick days, or any other reason permitted under applicable law. If the need for PTO is foreseeable, Pride requests that employees provide advance notice of their intent to use PTO. If the need is unforeseeable, Pride requires employees to give notice as soon as practicable.

Employees will not accrue PTO during unpaid leaves of absence, or other periods of inactive service such as FMLA, maternity leave, short term disability, long term disability, etc.

Except as required by applicable law, any unused and accrued PTO shall be forfeited upon termination of employment.

### **LEAVE OF ABSENCE**

Employees may request an unpaid personal leave of absence, which is defined as an approved absence from work that is not covered by PTO, holidays or any other leave policy. Your supervisor may consider the reason for your request, the demands of your position, the needs of your department, your work record, and your length of service when making such determination. The approval of personal leave is left to the sole discretion of Pride.

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## FEDERAL LEAVE: FAMILY AND MEDICAL LEAVE (FMLA)

The section below outlines your rights and responsibilities as an employee under the Family Medical Leave Act ("FMLA") as outlined by the U.S Wage and Hour Division of the Department of Labor. Additional information regarding this policy and other information pertaining to your FMLA rights and responsibilities can be found at [www.wageandhour.dol.gov](http://www.wageandhour.dol.gov).

Pursuant to the FMLA, employees who have been employed by Pride for at least one (1) year and who have worked at least 1,250 hours (not including time spent on paid or unpaid leave) over the previous twelve (12) months are entitled to twelve (12) weeks unpaid leave during the twelve (12) month period for the following family and medical emergencies:

- (1) The birth of a child and to care for the newborn child within one (1) year of birth;
- (2) The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
- (3) To care for the employee's spouse, child, or parent who has a serious health condition;
- (4) A serious health condition that makes the employee unable to perform the essential functions of his/her job;
- (5) Any qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty. An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service;
- (6) Military caregiver leave to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single twelve (12) month period to take care of leave to care for that service member.

An eligible employee can take up to twelve (12) weeks of unpaid leave under the FMLA circumstances (1) through (5) above during any twelve (12) month period. Pride will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Pride will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available FMLA leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to twenty-six (26) weeks under the FMLA circumstance (6) above (military caregiver leave) during a single twelve (12) month period. For this military caregiver leave, Pride will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available.

At the conclusion of any such leave, the employee shall return to his or her position or to an equivalent position, in accordance with the FMLA. If an employee fails to return to work upon expiration of a leave of absence without notifying and obtaining prior permission, Pride shall assume the employee has elected to resign from their position at the company.

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## **PROCEDURE FOR REQUESTING FMLA LEAVE**

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com). Within five (5) business days after the employee has provided such notice, the Benefits Administrator will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for leave is foreseeable, the employee must provide Pride with at least thirty (30) days' notice. When an employee becomes aware of a need for FMLA leave less than thirty (30) days in advance, the employee must provide notice of the need for leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with Pride's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

## **LEGAL COMPLIANCE**

These policies will be interpreted and applied in accordance with the FMLA regulations thereunder, and all other applicable laws, and to the extent that this policy may conflict with those laws, such laws are controlling over this policy. In the event these laws change and to the extent that this policy may conflict, those laws will then control over this policy. Further, Pride retains all rights and remedies under applicable law, whether or not expressly set forth in this policy. Should you have any questions concerning FMLA leave you may speak with the Benefits Department or the Legal Department.

## **STATE AND LOCAL LEAVE**

Depending on an employee's work location, certain qualifying employees may be eligible for other types of leave not explicitly set forth in this Handbook. For more information about the benefits available at your work location, please contact [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com).

## **MATERNITY LEAVE**

Pride Global supports our employees through various stages of life and believes that employees are the heart of our business. In keeping with these values, Pride Global will provide up to twelve (12) weeks of paid maternity leave at full base salary to our female employees following their giving birth to a child. This policy will run concurrently with the Family and Medical Leave Act ("FMLA"), and any similar leave provided by the state in which you are employed, consistent with applicable law. This policy is effective as of September 1, 2019.

**ELIGIBILITY.** Eligible employees must meet the following criteria in order to be eligible for Pride's paid maternity leave: (i) Be a full-time internal salaried employee of Pride; and (ii) Have been employed with Pride for at least one (1) year prior to the date of the leave.

**AMOUNT, TIME-FRAME & DURATION OF PAID MATERNITY LEAVE.** Eligible employees will receive a maximum of twelve (12) weeks paid maternity leave per birth of a child. The fact that a multiple birth occurs (i.e. the birth of twins) does not increase the twelve (12) week total amount of paid maternity leave granted for that event. In no case will an employee receive more than twelve (12) weeks of paid maternity leave in a rolling twelve (12) month period, regardless of whether more than one birth occurs within that twelve (12) month time frame.

Each week of maternity leave is compensated at one hundred percent (100%) of the employee's regular base salary. Employees will be paid their maternity leave benefits on regularly scheduled pay dates. This benefit cannot be combined with any other benefit that would result in the employee receiving more than one hundred

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percent (100%) of their regular base salary for the leave period.

Employees may only use the allotted twelve (12) weeks of Pride's maternity leave in one (1) continuous period. Employee may use less than the full twelve (12) week leave period, but any unused time will be forfeited. No amount of unused leave from this policy may be carried over to subsequent periods.

Upon termination of an individual's employment with Pride, employees will not be paid for any unused maternity leave for which they were previously eligible.

**COORDINATION WITH OTHER POLICIES.**

**FMLA / State Leave.** Maternity leave taken under this policy will run concurrently with leave under the FMLA and any applicable state leave policies. Subject to applicable law, FMLA and other applicable state leave policies may not be used to extend Pride's twelve (12) week maternity leave policy.

**Short-Term Disability.** Pride's twelve (12) week maternity leave will also run concurrently with any short-term disability leave/benefit. Employee's will be provided additional paperwork from the Benefits Department regarding this benefit. Employee shall waive any short-term disability benefits that would result in the employee receiving more than one hundred percent (100%) of an employee's regular base salary for the leave period; should an employee fail to waive such benefits, any benefits due from Pride pursuant to this policy will be recalculated such that employee is paid a maximum of one hundred percent (100%) of their regular base salary for the leave period.

**Paid Time Off.** Pride employees must consult their Manager(s) and Leo Russell for use of any accrued/unused PTO after the completion of Pride's twelve (12) week maternity leave.

**Other Benefits.** Employees who are eligible and take Pride's maternity leave will maintain all other benefits provided by Pride during the twelve (12) week period (i.e. medical, dental, vision, etc.) and contributions will be deducted from their maternity leave checks. If the employee is still out on disability after the Pride maternity leave period ends, then benefits contribution checks must be sent in by the employee directly to the company. Failure by the employee to render such payment may result in the termination of benefits.

**Holidays.** If a company holiday occurs while an employee is on leave, the employee will be compensated their regular rate of pay; however, such holiday pay will not extend the twelve (12) week period.

**REQUESTS FOR MATERNITY LEAVE.** Employees who wish to take advantage of Pride's maternity leave must provide at least thirty (30) days' notice prior to the proposed date for leave to Pride's Benefits Department by emailing: [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com). If the leave is not foreseeable, employees must provide notice as soon as possible. The employee must complete the necessary forms and provide all documentation as required by the Benefits Department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy. Should you have any questions regarding this policy, please contact the Benefits Department.

## EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, Pride will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current company policy, the employee pays a portion of his/her health care premium. While on FMLA leave, the employee must continue to make this payment by mail. The payment must be received by the Benefits Department by the last day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. Pride will provide fifteen (15) days' notification prior to the employee's loss of coverage. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, or a circumstance beyond the employee's control, Pride may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Employees do not accrue PTO while out of the office on leave.

## INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

Leave may be available on an intermittent or reduced schedule basis if you (or your family member) are receiving treatment for a serious health condition and it is medically necessary for you to take the time off on this basis. You must provide certification from your physician when requesting leave for this purpose indicating that such leave is medically necessary along with information on the expected duration and schedule of such leave.

## MEDICAL AND OTHER CERTIFICATIONS

Pride will require certification for the employee's and their family member's serious health condition and for Military Exigency Leave requests. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Pride may directly contact the employee's health care provider for verification purposes. Before Pride makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical verification. In compliance with HIPAA Medical Privacy Rules, Pride will obtain the employee's permission for clarification of personal health information.

For leave due to a serious health condition, Pride may also require examination(s) by a physician of its choice to confirm the necessity for the leave, as well as its duration. You may also be asked during your FMLA leave to have the physician provide recertification of the continued necessity of such leave.

For leave due to the employee's own health condition, you will be asked to provide certification of your ability to return to work from your healthcare provider. If you are not well enough to return to work prior to exhausting all of the allowable medical leave, you may be eligible to take a personal leave of absence (as described in a separate policy). In such a case, your leave will become a personal leave of absence and you will be entitled to any rights and benefits under that policy.

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## DATA/STATUS CHANGES AND QUESTIONS REGARDING BENEFITS

Employees have a continuing responsibility to provide Pride with current and updated information so that Pride may ensure that benefits are properly maintained and distributed. Any data/status changes should be submitted through the Pride Global Employee Portal (<https://employeeportal.prideglobal.com/>) and questions regarding benefits and enrollment should be directed to [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com).

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## SEPARATION

The following section outlines Pride's policy surrounding an employee's separation from the company. Separation from the company occurs when an employee leaves Pride's payroll. The following policy provides information regarding what happens to your benefits when you separate.

### SEPARATION FROM EMPLOYMENT

Unless stated otherwise in this Handbook, employees will have no further entitlement to any compensation including base salary, commissions, management fees, discretionary bonus, or any accumulated and unused PTO upon separation from employment, unless otherwise entitled to payment for accumulated and unused PTO upon separation from employment by State law (including but not limited to California).

### RETURN OF COMPANY PROPERTY

When an employee separates from Pride for any reason, all Pride equipment shall be returned to the employee's supervisor on or before the employee's last day at work (or upon request by Pride). If applicable to the employee (which includes those working remotely, hybrid, and in-office), equipment includes the employee's:

- Pride or facility issued ID card and/or device;
- computer and software;
- Pride-issued credit card;
- Pride-issued cell phone, tablet, monitor, storage media, any other devices; or
- any other Pride-issued property, devices or equipment.

Furthermore, on or before the employee's last day at work (or sooner if requested by Pride), employees must provide their supervisors with any and all passwords needed to access computer systems, electronic or voice mail systems, hard disks, USB flash drives, or any other documents or property that belongs to Pride. Employees should expect that their access to e-mail, voice mail, and all other Pride systems will terminate as of the employee's last day at work.

### CONTACT INFORMATION

In some instances, Pride may need to contact employees after their departure for a variety of reasons. If an employee's departure will involve relocation, the employee should notify their supervisor or the Legal Department and provide future contact information.



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**ACKNOWLEDGEMENT**

The undersigned hereby acknowledges that he/she received a copy of the Pride Employee Handbook (Effective April 2023) or has been directed to the handbook online and the employee has the ability to access and review an online version of the Employee Handbook.

The undersigned also understands and acknowledges the following:

- I understand that the Employee Handbook does not create an express or implied employment contract. As an at-will employee, I understand that my employment may be terminated at any time, for any reason without prior notice.
- I understand that the Employee Handbook replaces and supersedes any previous employee handbook published and issued by Pride.
- I understand that I am responsible for reading and understanding the contents of the Employee Handbook, including any updates that occur at any time, via paper and/or online versions.
- I agree to comply with all the policies set forth in the Employee Handbook.
- When I am unclear about the policies or procedures in place at Pride, I acknowledge that it is my responsibility to seek answers from my supervisor or the Legal Department.
- I understand that the policies and procedures contained in the Employee Handbook are continually evaluated and may be amended, modified, or terminated at any time and without any advance notice.

I have read and agree to this Acknowledgement.

Employee Name: \_\_\_\_\_  
(please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EXHIBITS TO EMPLOYEE HANDBOOK

**Exhibit A** – Sexual Harassment Policy and Complaint Form

**Exhibit B** – Notice of Pregnant Employee Rights (Maryland employees only)

**Exhibit C** – Notice of Pregnant Employee Rights (New York City employees only)

**Exhibit D** – Gender Transition Policy

**Exhibit E** – Lactation Policy

**Exhibit F** – Protection of Reproductive Health Decision Making Policy (New York employees only)

**Exhibit G** – Pride Global PTO policy 2023

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EXHIBIT A SEXUAL HARASSMENT PREVENTION POLICY

**Introduction**

Pride Technologies, LLC, and its affiliates (collectively, "Pride"), are committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Pride's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Pride, or with a government agency or in court under federal, state or local antidiscrimination laws.

**Policy**

Pride's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, and persons conducting business with Pride.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

**Retaliation Prohibition**

No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Pride will not tolerate retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Pride who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform the Legal Department ([legal@prideglobal.com](mailto:legal@prideglobal.com)). Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Pride to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

Pride will conduct a prompt, thorough, and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Pride will provide all employees a complaint form for employees to report harassment and file complaints. A copy of the complaint form is attached hereto.

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Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Legal Department.

This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

**What Is Sexual Harassment?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;

Such conduct is made either explicitly or implicitly a term or condition of employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples Of Sexual Harassment**

The following list (which is not exhaustive) describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. Physical assaults of a sexual nature, including, but not limited to touching, pinching, patting, grabbing, brushing against another employee's body or poking another employees' body, rape, sexual battery, molestation or attempts to commit these assaults.
2. Unwanted sexual advances or propositions, including but not limited to requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments, subtle or obvious pressure for

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unwelcome sexual activities, sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

3. Sexual or discriminatory displays or publications anywhere in the workplace, including, but not limited to displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
4. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
5. Sabotaging an individual's work;
6. Bullying, yelling, name-calling.

**Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a co-worker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

**What is "Retaliation"?**

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

1. filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
2. testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
3. opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. complained that another employee has been sexually harassed; or
5. encouraged a fellow employee to report harassment.

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**Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. Pride cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report to the Legal Department. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Legal Department.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Legal Department.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

**Complaint and Investigation of Sexual Harassment**

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed as soon as possible. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

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While the process may vary from case to case, investigations will generally be conducted in accordance with the following steps:

1. Upon receipt of complaint, the Legal Department will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, request the individual to complete the written Sexual Harassment Complaint Form. If he or she refuses, the Legal Department will prepare a Complaint Form based on the oral reporting.
2. If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
3. Request and review all relevant documents, including all electronic communications.
4. Interview all parties involved, including any relevant witnesses;
5. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  6. A list of all documents reviewed, along with a detailed summary of relevant documents;
  7. A list of names of those interviewed, along with a detailed summary of their statements;
  8. A timeline of events;
  9. A summary of prior relevant incidents, reported or unreported; and
  10. The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
11. Keep the written documentation and associated documents in a secure confidential location.
12. Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
13. Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Pride but is also prohibited by state, federal, and local law. Aside from the internal process at Pride, employees may also choose to pursue legal remedies with the following governmental entities at any time.

**New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Pride does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an

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administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

**United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

**Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the State, county, city, or town (or the appropriate agency) in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

**Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



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**SEXUAL HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Legal Department via email at [legal@prideglobal.com](mailto:legal@prideglobal.com). Once you submit this form, Pride Technologies, LLC, and its affiliates (hereafter "Pride") will follow its Sexual Harassment Prevention Policy and investigate your claim.

If you are more comfortable reporting verbally or in another manner, your complaint will still be managed appropriately, effectively and in accordance with Pride's sexual harassment prevention policy.

To ensure a prompt and thorough investigation please provide the following information:

**COMPLAINANT INFORMATION**

Name:

Reporting Person: (if other than above)

Home Address: Work Address:

Home Phone: Work Phone:

Job Title: Email:

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

**COMPLAINT INFORMATION**

Your complaint of Sexual Harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor  Subordinate  Co-Worker  Other

Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes  No

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Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

Have you previously complained or provided information (verbal or written) about sexual harassment at Pride? If yes, when and to whom did you complain or provide information?

Have you filed a claim regarding this complaint with a federal, state or local government agency?

Yes  No

Have you instituted a legal suit or court action regarding this complaint?

Yes  No

Have you hired an attorney with respect to this complaint?

Yes  No

**I request that Pride investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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EXHIBIT B NOTICE OF PREGNANT EMPLOYEE RIGHTS (MARYLAND EMPLOYEES ONLY)

# Pregnant & Working

State of Maryland  
Commission on Civil Rights  
6 Saint Paul Street, Suite 900  
Baltimore, MD 21202-1631

## Know Your Rights!

If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or contributes to a disability **and** the accommodation does not impose an undue hardship on your employer. *State Government Article, §20-609(b)*

## What Does That Mean?

If you have a disability that is contributed to or caused by pregnancy, you may request a reasonable accommodation at work. Your employer must explore "all possible means of providing the reasonable accommodation." *State Government Article, §20-609(d)*

The law lists an assortment of options for both you and your employer to consider in order to comply with a request for reasonable accommodation. These include, but are not limited to:

- Changing job duties
- Changing work hours
- Relocation
- Providing mechanical or electrical aids
- Transfers to less strenuous or less hazardous positions
- Providing leave

Every situation is different. You must explore every available option with your employer to decide what accommodation best suits your needs.

## What If I Am A Victim Of Discrimination?

If you believe your rights under the law have been violated, you must file a complaint with MCCR **within 6 months** of the alleged act of discrimination. A trained Civil Rights Officer will work with you to discuss what happened and determine if there is reason to believe a discriminatory violation occurred. You can reach MCCR by phone, email, fax, letter, or walk-in. **All procedures by MCCR are confidential until your case is certified for public hearing or trial.**

## Do I Need A Doctor's Note?

It depends on what your employer requests. The law allows an employer, at his or her discretion, to require certification from your health care provider regarding the medical advisability of a reasonable accommodation, but only to the same extent certification is required for other temporary disabilities. *State Government Article, §20-609(f)*

If required, the certification must include:

- Date a reasonable accommodation is medically advisable.
- Probable duration of the accommodation should be provided.
- Explanation as to the medical advisability of the reasonable accommodation.

## Can I Still Get In Trouble?

**Retaliation is prohibited under *State Government Article, §20-609(h)*** when exercising your rights. If an employee seeks to exercise her right to request a reasonable accommodation for a temporary disability due to pregnancy, an employer may not:

- Interfere with;
- Restrain;
- Deny the exercise; or
- Deny the attempt to exercise the right.

Any form of retaliation is grounds to file a Complaint of Discrimination with the Maryland Commission on Civil Rights (MCCR).

Main: (410) 767-8600 | Toll Free: 1 (800) 637-6247 | TTY: (410) 333-1737 | Fax: (410) 333-1841  
mccr@maryland.gov | www.mccr.maryland.gov

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EXHIBIT C NOTICE OF PREGNANT EMPLOYEE RIGHTS (NEW YORK CITY EMPLOYEES ONLY)



**NEW YORK CITY** is a family friendly city with a strong and vibrant workforce, including pregnant women and people with children. The **NYC COMMISSION ON HUMAN RIGHTS** wants to help you keep your workforce strong and your job secure.

The City Human Rights Law requires employers to provide reasonable accommodations to address the needs of an employee for her pregnancy, childbirth or related medical condition; and also requires employers to provide written notice of employees' rights under the law.

## EMPLOYERS

Take the time to work with your employee to agree on a reasonable accommodation that:

- Values your employee's contributions to the workplace
- Helps your employee satisfy the essential requisites of her job
- Keeps her in the workplace for as long as she is able and wants to continue working
- Is right for your employee & doesn't cause undue hardship in the conduct of your business

Ignoring a request for a reasonable accommodation or firing your employee after she requests one can expose you to damages and civil penalties. Stay informed about your obligations under the law – contact the Commission for more information, including how you must notify employees about their rights under the law.

## EMPLOYEES

If you need a reasonable accommodation to continue working or remain employed, you can request one. Examples include:

- Breaks (e.g. to use the bathroom, facilitate increased water intake, or provide necessary rest)
- Assistance with manual labor
- Changes to your work environment
- Time off for prenatal appointments
- A private, clean space and breaks for expressing breast milk
- Light duty or a temporary transfer to a less strenuous or hazardous position
- Time off to recover from medical conditions related to childbirth

If your request for a reasonable accommodation has been ignored or denied without an appropriate alternative, speak with someone at the Commission.

**The type of reasonable accommodation appropriate for an employee should be tailored to the needs of the employee and the employer. Call the Commission to help keep women in the workplace.**

**NYC** Commission on Human Rights

[www.nyc.gov/humanrights](http://www.nyc.gov/humanrights) or call **311**

   @NYCCHR

Bill de Blasio, Mayor • Carmelyn P. Malalis, Commissioner/Chair



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**EXHIBIT D GENDER TRANSITION POLICY**

**Purpose**

Pride complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their sex, sexual orientation, gender identity or gender expression. Consistent with this commitment, Pride strives to create a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees, including procedures when an employee transitions from presenting as one sex to presenting as another. This policy supports Pride's equal opportunity policy, which includes gender identity and gender expression.

This policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees. The needs of each transgender or gender non-conforming employee will be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee. By providing a work environment of characterized by respect, Pride strives to create a workplace in which all employees can achieve professional satisfaction.

This document is intended to be used by those who may be or are transgender, their co-workers, managers, and friends. If you need any assistance understanding something in this document and/or the requirements of this policy, please contact Pride's Legal Department at [legal@prideglobal.com](mailto:legal@prideglobal.com).

**Definitions**

The following definitions are not intended to label employees but to provide information that may be helpful for understanding these guidelines. Employees may or may not use these terms to describe themselves.

Sex refers to the classification of a person as male or female. This label is assigned at birth, usually based on a doctor's visual assessment of a baby's external anatomy. A person's sex is actually a combination of physical characteristics (including chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics) and gender identity.

Gender refers to the behavioral, cultural, or psychological traits commonly associated with a sex.

Gender identity refers to a person's internal, deeply held, identification as male or female, or something other or in-between. Gender identity has both biological and genetic components and is sometimes referred to as the "brain sex" because it is hard-wired in the brain. It is the most important determinant of a person's sex. Most people have a gender identity of man or woman, although for some people, their gender identity does not fit neatly into one of those two choices.

Gender expression refers to a person's characteristics and behaviors that may be perceived as masculine or feminine. These include a person's name, pronouns, appearance, dress, hairstyle, mannerisms, speech patterns, and social interactions.

Gender dysphoria refers to a diagnosis recognized by the American Psychiatric Association (APA). A person with this medical condition experiences severe distress caused by the conflict between their gender identity and the sex they were assigned at birth. The APA used to classify transgender people

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as having gender identity disorder (GID) but made changes to gender identity related diagnostic criteria because being transgender is not a disorder. Not all transgender people experience gender dysphoria. However, the availability of a medical diagnosis may facilitate appropriate treatment to alter a person's sex characteristics to match their core gender identity.

LGBT is a common abbreviation that refers to the lesbian, gay, bisexual, and transgender community. Sexual orientation refers to a person's physical, romantic, or emotional attachment to another person. Gender identity and sexual orientation are not the same, and transgender people, like non-transgender people, may be heterosexual, gay, lesbian, bisexual, or asexual.

Transgender is an umbrella term used to describe a person whose gender identity is different from their sex assigned at birth. Being transgender is a part of the natural diversity of human beings and is not inherently pathological or negative. Other terms used include:

1. Transgender woman or transwoman. A person who was assigned to the male sex at birth but who identifies as female.
2. Transgender man or transman. A person who was assigned to the female sex at birth but who identifies as male.
3. Gender non-conforming. A term used to describe some people whose gender expression is different from conventional expectations of masculinity and femininity. A gender non-conforming person may or may not identify as transgender. Some transgender people are gender non-conforming and others conform to the gender expression of the sex they identify with.
4. Nonbinary. A term used by some people who define their gender as falling somewhere on a continuum between, or outside of, the categories of man and woman. A genderqueer person may or may not also identify as transgender.
5. Cisgender refers to a person whose gender identity is consistent with the sex the person was assigned at birth.
6. Transition refers to the process of changing one's gender from the sex assigned at birth to one's gender identity. There are many ways to transition. For some people, it is a complex process that takes place over a long period of time. For others, it might be a one- or two-step process that happens quickly. Transitioning may include some or all of the following steps:
  7. Coming out," or telling family, friends, and co-workers.
  8. Using a different name and new pronouns.
  9. Dressing differently, to correspond to the person's gender identity.
  10. Changing a person's name or sex designation on legal documents.
  11. Accessing medical treatment, such as hormones or surgery.

Not all transgender people want or are able to take all of the above steps.

Some people who meet the criteria under the transgender umbrella term do not consider themselves transgender. Rather they may simply identify as a man or woman or may use other words to describe themselves. The goals, principles, rights, and responsibilities described in this policy apply whether or not a particular individual self-identifies as transgender.

Everyone has a:

Sex assigned at birth.

Gender identity.

Gender expression.

Sexual orientation.

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**Transitioning at Work**

Some people are comfortable with the sex they were assigned at birth, but a portion of the population experiences discomfort or disconnect between the physical manifestations of their assigned sex and the gender they fundamentally experience as their gender identity. A percentage of this population takes steps to change their physical presentation or their gender expression. The process by which a transgender person publicly changes their gender presentation is usually known as "transitioning," although a better term is "gender-affirming treatment." The purpose of the treatment is to alter the body to match the person's gender identity.

There are many ways to transition. A transitioning individual usually changes their name, pronouns, clothing, and appearance. Transitioning may also include hormone therapy, surgery to alter physical appearance, or surgical alterations to anatomy. Some transitioning steps are conducted under medical supervision based on a set of standards developed by medical professionals. Not all transgender individuals will take the same transition steps and many transgender individuals do not have surgical procedures, for personal, financial, or other reasons.

Each individual who transitions will have their own set of unique factors that will require a customized plan. In order to maintain an inclusive, respectful, and functional workplace, the rights and responsibilities for all parties involved are described below.

**Transitioning Individual**

At Pride, all employees have the right to be openly who they are, while still maintaining professional expectations. If you are the transitioning individual, this means that you may express your gender identity, characteristics, or expression without fear of consequences. With this right comes the expectation that you will work with Pride to ensure we understand your reasonable needs and you understand the reasonable expectations of you.

An individual's transition will be treated as confidential and disclosed only on a need-to-know basis. However, you are encouraged to participate in the necessary education of your coworkers at whatever level you feel comfortable.

As early as you feel comfortable disclosing your intention to transition, please inform key personnel who can assist you. Your first point of contact should be your immediate supervisor or Pride's Legal Department (Initial Contact). Your Initial Contact will help you put together a Support Team of other managers and staff that will help you develop a Workplace Transition Plan that is appropriate for you and Pride.

You should explain your intentions, needs, and concerns to your Support Team. Although not all employees will join Pride with the same level of education, Pride is committed to providing educational resources in support of its equal employment opportunity policies.

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**Supervisors/Support Team Members**

Pride supports diversity. If someone who reports to you tells you of their intent to transition, or if an employee in your workplace is currently transitioning, your support is critical. You should recognize that the transitioning individual may be nervous to make themselves vulnerable to you, a person on whom their job depends. Here are some ways you can show respect and sensitivity while communicating with your employee:

1. Reassure the transitioning employee that you will keep your conversations with them confidential. Ask the employee what information you should and should not share with other people.
2. Volunteer to be part of the transitioning employee's Support Team.
3. Educate yourself about transgender issues and the transition process or allow the transitioning employee to educate you.
4. Be open-minded and discuss with the transitioning employee their needs and concerns.
5. Reiterate that the transitioning employee is covered by all of Pride's existing policies, including the equal employment opportunity policy.
6. Ask for suggestions on how you can help the employee in their transition. Help the person create a Workplace Transition Plan or review the plan if already created.
7. Ask if the transitioning employee is considering a name change. If yes, ask when the employee wants you to start using the new name. Ask what pronouns the person wants you to use.
8. Within Pride's policies, be flexible to meet the transitioning employee's need for time off for medical or personal appointments related to their transition. Treat transition-related time off requests the same as you treat requests for time off for other employees.

**Coworkers/Other Employees**

All employees should read the entire Workplace Transition Policy to familiarize themselves with transgender issues and Pride's policies on gender transitioning at work. All employees remain subject to Pride's equal employment opportunity policy.

All employees should use the name and pronouns that a person prefers, consistent with their gender identity. If you are not sure of the appropriate name or pronoun to use, do respectfully ask the person which name or pronoun they prefer. It is a violation of Pride's equal employment opportunity policy, to intentionally refer to someone by the wrong name or pronouns after they have made clear their preferences.

If, after reviewing this policy, an employee has any concern about a transgender coworker's appearance, use of a restroom or other sex-segregated facilities, or any other issues, they should contact the Legal Department to discuss their concerns. The Legal Department will obtain the transgender employee's consent before disclosing any information designated confidential in a Workplace Transition Plan.



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**Privacy**

At Pride, our transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee decides when, with whom, and how much to share their private information. In the context of Pride's health benefits plan, information about an employee's transgender status (such as the sex they were assigned at birth) can be protected health information subject to privacy standards under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any applicable state or local privacy laws.

Managers, human resources staff, and coworkers should not disclose information that may reveal an employee's transgender status to others. That kind of personal or confidential information may only be shared with the transgender employee's consent and with managers or coworkers who truly need to know in order to do their jobs.

However, transitioning individuals are encouraged to participate in the necessary education of their coworkers at the level they feel comfortable.

**Employee Records**

A transgender employee has the right to be addressed by their chosen name and the pronouns corresponding to the employee's gender identity. In everyday written and oral communications, Pride will refer to the transitioning employee by their new name and pronouns consistent with the Workplace Transition Plan.

Pride will change an employee's official records to reflect a change in name or gender upon request from the employee. Some records, such as those related to payroll, insurance coverage, and retirement accounts, may require proof that the employee has legally changed their name or sex designation. If the employee's legal name does not match their new name, Pride will update all records that can be changed without a legal name change to match the employee's new name. These records include but are not limited to:

1. Email account name.
2. Address, phone, and email address directories.
3. Identification card.
4. Security access badge.
5. Business cards
6. Company website pages that mention the transitioning employee.
7. To change the name or sex designation reflected in your personnel records, please contact the Legal Department.

**Restroom and Locker Room Access**

All Pride employees have a right to a safe and appropriate restroom and locker room facilities, including the right to use a restroom and locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. Transgender women will have access to the women's restroom and locker room and transgender men will have access to the men's restroom and locker room.

Any coworkers who have concerns about sharing a restroom or locker room with a transgender employee may contact the Legal Department.

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**Leave Benefits and Health Plan Coverage**

A transitioning employee may need time off to obtain appropriate gender-affirming treatment. Pride will treat requests for leave related to transition care the same as any other medical leave. In addition, a transitioning employee may use paid time off for any transition-related time away from work. Pride will provide flexibility to meet the employee's needs for transition-related appointments, consistent with Pride's policies on leave for other purposes.

The transitioning employee should communicate their need for time off with that employee's supervisor to minimize work disruptions. All medical information, including any surgery plans, will be treated the same as other confidential medical information.

Please speak to the Benefits Department, [pridebenefits@prideglobal.com](mailto:pridebenefits@prideglobal.com), for information about whether your health plan will cover medical expenses associated with transitioning.

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EXHIBIT E LACTATION POLICY

**PRIDE GLOBAL LACTATION ACCOMMODATION POLICY**

Pride Global (“Pride”) provides accommodations to employees who pump during work hours. This includes the following lactation accommodation policy administered by the Legal Department.<sup>1</sup> Starting March 2019, this policy will be provided to all current employees and all new employees at the start of their employment.

In accordance with the New York City Human Rights Law, Pride provides reasonable accommodations for employees’ pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, Pride will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work. Pride will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the Legal Department.<sup>2</sup>

**Multi-Purpose Space Available for Use for Lactation**

Pride has designated the conference room next to the Hear Me/Zoom Room on the 29<sup>th</sup> Floor as a lactation room when employees are using the room to express breast milk. Please note the room has been made private for this purpose. Pride will notify other employees that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time[s] when employees need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room.<sup>3</sup>

The employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes.

Pride will ensure that the multi-purpose room can be locked from the inside so that the employee pumping can do so without intrusion.

Pride will ensure that the multi-purpose room is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water and a refrigerator to store breast milk.

When more than one employee needs to use the multi-purpose room to express breast milk, Pride will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the

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<sup>1</sup> Employees who are nursing have additional rights under the New York State Labor Law (N.Y. Lab. Law § 206-c, information available at <https://www.labor.ny.gov/workerprotection/laborstandards/pdfs/guidelinesexpressionofbreastmilkfinal.pdf>), and federal Break Time for Nursing Mothers Law (Fair Labor Standards Act of 1938 (29 U.S.C.A. § 207), information available at <http://www.dol.gov/whd/nursingmothers>). For additional information on the New York City Human Rights Law, visit <http://www.NYC.gov/HumanRights>.

<sup>2</sup> Employees may also contact the New York City Commission on Human Rights by visiting <http://www.NYC.gov/HumanRights>.

<sup>3</sup> N.Y.C. Admin. Code § 8-107(22)(b)(ii).

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space among multiple users with screens, curtains, or other privacy measures; or creating a schedule for use.

If the multi-purpose room is unavailable for use as a lactation room when an employee needs it, Pride will provide another private conference room for temporary use as a lactation room.

**Reasonable Time to Express Breast Milk**

Pride will provide a reasonable amount of time for an employee to express breast milk and will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk.<sup>4</sup> Pride will speak with the employee to determine a schedule of breaks that reasonably accommodates the pumping needs of the employee.

An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are compensated for break time.<sup>5</sup>

**Lactation Accommodation Request Process**

Before an employee returns from parental leave, Pride will resend this policy to the employee in writing (electronically or by mail) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work.

Employees may also independently request a lactation accommodation by contacting the Pride Chief of Staff. A request may be made orally or in writing to the Pride Chief of Staff and should indicate that the employee will need accommodations for expressing breast milk at work.

The Pride Chief of Staff will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days.<sup>6</sup> During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Pride will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs, unless that poses an undue hardship for the employer.<sup>7</sup>

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<sup>4</sup> N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, p. 8, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy\\_InterpretiveGuide\\_2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy_InterpretiveGuide_2016.pdf). Reasonable time must be at least the amount of time required pursuant to section 206-c of the New York Labor Law. Law and guidelines can be found here: <https://www.labor.ny.gov/workerprotection/laborstandards/pdfs/guidelinesexpressionofbreastmilkfinal.pdf>. It provides that, "An employer shall provide reasonable unpaid break time or permit an employee to use paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following child birth. The employer shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express breast milk in privacy. No employer shall discriminate in any way against an employee who chooses to express breast milk in the workplace."

<sup>5</sup> The Fair Labor Standards Act and New York State Labor Law also require employers to provide certain accommodations for employees to express breast milk. See U.S. Dep't of Labor, Wage and Hour Div., "Fact Sheet #73: Break Time for Nursing Mothers under the FLSA," <https://www.dol.gov/whd/regs/compliance/whdfs73.pdf>; N.Y. Lab. Law § 206-c.

<sup>6</sup> N.Y.C. Admin. Code § 8-107(22)(c)(i)(2). See N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy\\_InterpretiveGuide\\_2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy_InterpretiveGuide_2016.pdf).

<sup>7</sup> It is the employer's responsibility to prove that an accommodation poses an undue hardship. Inconvenience is not an undue hardship. In determining whether an accommodation poses an undue hardship, factors that may be considered include but are not limited to:

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Pride recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

**Undue Hardship<sup>8</sup>**

If Pride believes that the lactation accommodation requested poses an undue hardship on Pride, Pride will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue<sup>9</sup> as quickly as possible, but absolutely no later than five (5) business days from the date of the request.<sup>10</sup> The conversation between Pride and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with Pride about their needs, and Pride has an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

For example, if Pride believes the length of time an employee needs to pump is an undue hardship for Pride to accommodate, Pride will engage in a cooperative dialogue with the employee to determine if there is an accommodation, such as an adjusted pumping schedule, or more frequent pumping breaks for shorter periods of time, that addresses Pride's concerns and the employee's needs.

During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation, Pride will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs unless doing so poses an undue hardship.

- 
- (a) The nature and cost of the accommodation;
  - (b) The overall financial resources of the facility or the facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility;
  - (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees, the number, type, and location of its facilities; and
  - (d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>8</sup>It is the employer's responsibility to prove that an accommodation poses an undue hardship. Inconvenience is not an undue hardship. In determining whether an accommodation poses an undue hardship, factors that may be considered include but are not limited to:

- (a) The nature and cost of the accommodation;
- (b) The overall financial resources of the facility or the facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility;
- (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees, the number, type, and location of its facilities; and
- (d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>9</sup>The term "cooperative dialogue" means the process by which a covered entity and a person entitled to an accommodation, or who may be entitled to an accommodation under the law, engage in good faith in a written or oral dialogue concerning the person's accommodation needs; potential accommodations that may address the person's accommodation needs, including alternatives to a requested accommodation; and the difficulties that such potential accommodations may pose for the covered entity. N.Y.C. Admin. Code § 8-102.

<sup>10</sup> N.Y.C. Admin. Code § 8-107(22)(c)(i)(2). See N.Y.C. Commission on Human Rights, Legal Enforcement Guidance on Discrimination on the Basis of Pregnancy, [https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy InterpretiveGuide 2016.pdf](https://www1.nyc.gov/assets/cchr/downloads/pdf/publications/Pregnancy%20InterpretiveGuide%202016.pdf).

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EXHIBIT F PROTECTION OF REPRODUCTIVE HEALTH DECISION MAKING POLICY (NEW YORK ONLY)

**Prohibition of Discrimination Based on An Employee's or Dependent's Reproductive Health Decision Making**

In accordance with N.Y. Lab Law Section 203-E, an employer shall be prohibited from accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent. Nothing stated in N.Y. Lab Law Section 203-E shall be construed to limit any rights of an employee provided through any other provision of law, common law or collective bargaining unit.

An employer shall not:

- (a) discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or
- (b) require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of N.Y. Lab Law Section 203-E. In any civil action alleging a violation of N.Y. Lab Law Section 203-E, the court may:

- (a) award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff;
- (b) afford injunctive relief against any employer that commits or proposes to commit a violation of the provisions of N.Y. Lab Law Section 203-E;
- (c) order reinstatement; and/or
- (d) award liquidated damages equal to one hundred percent of the award for damages pursuant to paragraph (a) of this subdivision unless an employer proves a good faith basis to believe that its actions in violation of N.Y. Lab Law Section 203-E were in compliance with the law.

Any act of retaliation for an employee exercising any rights granted under N.Y. Lab Law Section 203-E shall subject an employer to separate civil penalties under N.Y. Lab Law Section 203-E. Retaliation or retaliatory personnel action means discharging, suspending, demoting, or otherwise penalizing an employee for:

- (a) making or threatening to make, a complaint to an employer, co-worker, or to a public body, that rights guaranteed under N.Y. Lab Law Section 203-E have been violated;
- (b) causing to be instituted any proceeding under or related to this section; or
- (c) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule, or regulation by such employer.

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Exhibit G PRIDE GLOBAL US PAID TIME OFF (PTO) POLICY

**IN SCOPE:** Pride Global US Employees

**DEFINITION**

Time off includes but is not limited to sick days, vacation days, mental health days and personal days. FMLA, maternity leave, short term disability, and long-term disability are not considered PTO.

**Paid time off:** Paid time off is planned or unplanned days off that have been approved by your respective manager in writing. Such days are paid when you have accrued enough time off (see accrual table).

**Time off:** Planned or unplanned days off that are approved by your respective manager in writing. These days are unpaid because of lack of accrued days.

**Unapproved time off:** Unplanned days off that are not approved by your manager. These days are unpaid and may lead to disciplinary action.

**Birthday time off:** Employees are encouraged to take one (1) paid day off during their birthday month. Birthday time off does not require to be accrued and it does not carry forward. Employees either use it or lose it. This time off is in addition to your regular PTO days.

**Full-time employees:** Full-time employees are employees of Pride that are scheduled to work an average of 40 hours or more per week.

**Part-time employees:** Part-time employees are employees that are not scheduled to work an average of 40 hours or more per week.

**PTO accrual:** Pride Global employees accrue paid time off each calendar year. The accrual rate is based on the number of years of service at Pride. Anniversary date is used to calculate changes in the accrual rate. The accrual table is mentioned below.

<b>Years in service</b>	<b>Maximum PTO accrual per year (in days)</b>	<b>Accrual rate per month</b>
0 to 2 years	15	1.3
2+ to 3 years	18	1.5
3+ to 4 years	19	1.6
4+ to 10 years	20	1.7
10+ years	25	2.1

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Part time employees' PTO will be prorated based on the average number of days worked per week.

**Floating holidays:** At Pride, Good Friday is considered a floating holiday. Employees have the option to work on this day or take a day off on this day. If an employee decides to work on this day, they can pick another day of choice to take paid time off. Floating holidays are not part of regular PTO days. This time off does not require to be accrued and does not carry forward.

### **GUIDANCE FOR USE**

PTO accrual will begin on start date of employment.

Temporary employees, interns and contract employees are not eligible for PTO unless otherwise specified in the Employee Agreement.

Employees will not accrue PTO during unpaid leaves of absence, or other periods of inactive service such as FMLA, maternity leave, short term disability, long term disability, etc.

### **REQUEST FOR PTO**

All employees are encouraged to take their accrued PTO each calendar year. Employees must take PTO in increments of at least .5 days, but no more than 5 consecutive days without prior approval from the CEO. Employees must request PTO from their direct supervisor as far in advance as possible. Approved PTO must be sent to [PTO@prideglobal.com](mailto:PTO@prideglobal.com) with your manager copied on the email. In the event there is an unforeseen reason for requesting PTO, please inform your manager within a reasonable time and send an email to [PTO@prideglboal.com](mailto:PTO@prideglboal.com) as soon as possible to record the unplanned PTO usage.

Failure to obtain prior approval for PTO will result in an unpaid unexcused absence. In the event an employee develops a trend of unexcused absences, that employee may be subject to disciplinary action, including but not limited to termination.

If you are taking a **floating holiday**, please ensure you mention that on the subject line of your email when writing to your manager and to [PTO@prideglobal.com](mailto:PTO@prideglobal.com).

If you are taking your **BirthDay PTO**, please ensure you mention that on the subject line of your email when writing to your manager and to [PTO@prideglobal.com](mailto:PTO@prideglobal.com).

### **CARRYOVER**

Employees may carry over a maximum of 3 unused PTO days from 1 calendar year to another. PTO days that are carried forward to next year must be used within the first quarter of following year (January, February and March). Unused PTO days that are carried forward from the previous year will be voided by the end of Q1.



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## **TERMINATION OF EMPLOYMENT**

Except where required by law, upon termination of employment for any reason, employees forfeit any accrued but unused PTO. Employees may not use PTO during their notice period.

## **RETURNING EMPLOYEES**

Employees that ended their employment with Pride and returned within 6 months can reinstate their PTO accrual limits. Example: if an employee ended employment after working with Pride for 3 years and return to Pride after 6 months, they will continue to be eligible for 19 PTO days.

## **ADMINISTRATION OF THIS POLICY**

The Pride Global timesheets team is responsible for the administration of this Paid Time Off Policy. If you have any questions regarding this policy or if you have questions about PTO that are not addressed in this policy, please contact [PTO@prideglobal.com](mailto:PTO@prideglobal.com).

PTO accrual and balances will be included on your pay stubs. please contact [PTO@prideglobal.com](mailto:PTO@prideglobal.com) if you have any questions or concerns.

Any employee who abuses this policy will be subject to disciplinary action, including but not limited to termination of employment.