

California Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's California employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of California. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Paid Sick Leave

Eligibility

All employees who work at least thirty (30) days for SJVCi within a year in California, including per diem, seasonal, and temporary employees are eligible to accrue paid sick leave under this policy. However, these categories of employees may not use paid sick leave until their ninetieth (90th) day of employment.

All other provisions of this policy in the Handbook shall remain the same.

Pregnancy Disability Leave (PDL)

The Organization will provide eligible employees with unpaid, job-protected time off due to an inability to perform essential job functions as a result of pregnancy, childbirth or a pregnancy-related condition for up to 17 1/3 weeks (approximately four months). If an eligible employee is affected by pregnancy or a related medical condition, the employee may also be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable. If the employee enjoys health benefits under a group plan, the Organization will continue to make these benefits available during the leave, but the employee will still be responsible for his or her share of the premiums. The Organization reserves the right to recover its portion of the premium paid to maintain group health coverage, as permitted by law. The employee is also entitled to accrual of seniority and participation in other benefit plans.

Eligible employees will be required to obtain a certification from her health care provider documenting the pregnancy disability or the medical advisability of a transfer.

Subject to any exceptions provided by law, employees will be guaranteed reinstatement after termination of their pregnancy disability leave.

For further information concerning PDL, please contact AskHR@embered.com.

California Family Rights Act (CFRA)

To be eligible for CFRA leave for serious health conditions, an employee must have completed at least twelve (12) months of service with the Organization, worked at least one thousand two hundred fifty (1,250) hours for the Organization in the 12-month period before the leave begins, and worked at a worksite where 50 or more employees are employed by the

Organization within 75 miles (measured in surface miles, using surface transportation) of the worksite where the employee requesting leave is employed. If an employee is not eligible for CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement, the employee may nonetheless meet this requirement while on leave, because the leave to which the employee is otherwise entitled counts toward length of service (although not for the 1,250 hour requirement).

CFRA generally cannot be taken in addition to FMLA leave, as they run concurrently. However, employees are entitled to take CFRA leave, if eligible, in addition to any leave entitlement they might have under the pregnancy disability leave law.

An eligible employee may take CFRA leave on an unpaid basis to bond with an adopted or foster child or to bond with a newborn; care for a parent, spouse, or child with a serious health condition; or address the Employee's own serious health condition. Employees may take leave of up to 12 work weeks in a 12-month period. The 12-month period is a rolling period measured backward from the date an employee uses any CFRA leave. Leave taken for the birth or adoption of a child must be completed within one year of the event. The leave does not need to be taken in one continuous period of time, although CFRA leaves must be taken in increments of two weeks or more.

Employees must provide 30 days advance notice of the need for a CFRA-qualifying leave to their immediate supervisor and AskHR@embered.com. When this is not possible due to the unexpected nature of the leave, notice should be given as soon as practicable. Notice can be written or verbal and should include the timing and the anticipated duration of the leave.

The Organization requires written certification from the healthcare provider of the child, parent, spouse, or employee with a serious health condition stating the reasons for the leave and the probable duration of the condition. A form will be provided to the employee for this purpose. Absent extenuating circumstances, if the employee fails to return the certification within 15 days following the Organization's request, the Organization reserves the right to deny CFRA protections until a sufficient certification is provided.

The Organization reserves the right to require an employee to use his or her accrued vacation time or other accumulated paid leave when permitted by applicable law. Otherwise, an employee is free to use their vacation other accumulated paid leave at their discretion to the extent permitted by law.

If the employee enjoys health benefits under a group plan, the Organization will continue to make these benefits available during the leave, but the employee will still be responsible for his or her share of the premiums. The Organization reserves the right to recover its portion of the premium paid to maintain group health coverage, as permitted by law. The employee is also entitled to accrual of seniority and participation in other benefit plans.

After CFRA leave concludes, employees are guaranteed a return to the same or comparable position. As a condition of an employee's return from medical leave, the Organization will require that the employee to obtain a release to return-to-work from his or her healthcare provider stating that he or she is able to resume work.

For further information concerning CFRA, please contact AskHR@embered.com.

Employees on a CFRA leave of absence may also be eligible for six (6) weeks of Paid Family Leave, as described below. For further information, California Employment Development Department (EDD) at (800) 480-3287 or visit the web site at www.edd.ca.gov.

New Parent Bonding Leave

Employees who are not eligible for CFRA or FMLA for bonding with a new child due to working at a site with less than 50 employees within 75 miles may qualify for leave under this policy.

In order to be eligible, an employee must have completed at least twelve (12) months of service with the Organization, worked at least one thousand two hundred fifty (1,250) hours for the Organization in the 12-month period before the leave begins, and worked at a worksite where at least 20 employees are employed by the Organization within 75 miles (measured in surface miles, using surface transportation) of the worksite where the employee requesting leave is employed. An eligible employee may take leave on an unpaid basis to bond with an adopted or foster child or to bond with a newborn. Leave taken for the birth or adoption of a child must be completed within one year of the event. The leave does not need to be taken in one continuous period of time. An employee may use his or her accrued vacation time or other accumulated paid leave.

If the employee enjoys health benefits under a group plan, the Organization will continue to make these benefits available during the leave, but the employee will still be responsible for his or her share of the premiums. The Organization reserves the right to recover its portion of the premium paid to maintain group health coverage, as permitted by law. The employee is also entitled to accrual of seniority and participation in other benefit plans.

After CFRA leave, employees are guaranteed a return to the same or comparable position. For further information concerning New Parent Bonding Leave, please contact AskHR@embered.com.

Family School Partnership Leave

SJVCi encourages its employees to participate in the school activities of their child(ren). Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to twelve may take time off for a school activity, to find, enroll, or re-enroll child(ren) in a school or with a licensed child care provider, or to address a child care provider or school emergency. The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year. Employees planning to take time off for school visitations must provide as much advance notice as possible to their manager. Employees are required to apply

any accrued vacation time to the absence. If no vacation time is available, the time is unpaid. For more information, contact AskHR@embered.com.

Bone Marrow and Organ Donor Leave

The Organization will grant an employee the following leaves of absence for the purpose of bone marrow or organ donation:

- A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating his or her organ to another person.
- A supplemental unpaid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating his or her organ to another person.

For purposes of this leave, the one-year period is the twelve-month period that begins on the date on which the employee's leave begins. Leave provided under this policy may be taken in one or more periods.

The Organization grants leaves of absence for the purpose of organ and bone marrow donations with pay, although supplemental leave for organ donation is unpaid. However, if an employee has accrued sick leave or vacation time, the employee is required to first use up to five days of paid sick leave or vacation for a bone marrow donation and up to two weeks of sick leave or vacation for organ donation.

Employees requesting a leave of absence to serve as an organ or bone marrow donor pursuant to this policy must provide reasonable notice of the planned leave and written verification to AskHR@embered.com that he or she intends to serve as an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, or seniority. During any leave taken under this policy, the Organization will maintain and pay for coverage under any group health plan, for the full duration of this leave. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Domestic Violence, Sexual Assault, and Stalking Leave

If an employee is the victim of domestic violence, sexual assault, or stalking, time off may be necessary to seek judicial intervention to ensure the health, safety, or welfare of the employee or a child. This may include efforts to obtain a temporary restraining order, a permanent restraining order, or other relief from the court. If the employee needs time off from work for one of these purposes or any other purpose protected by law, reasonable notice must be given to Human Resources in writing by contacting AskHR@embered.com. If an unscheduled or emergency court appearance is required for the health, safety, or welfare of the victim

(employee or child), the employee must provide within a reasonable amount of time evidence from the court or prosecuting attorney that he or she has appeared in court.

Other Types of Statutory Leave

There may be other types of covered leaves of absence for which the employee may qualify, including, but not limited to, kin care, civil air patrol, volunteer firefighters, police, and other emergency personnel, literacy, and for drug and alcohol rehabilitation. To see if an employee qualifies, please speak with the Organization's Human Resources Department at AskHR@embered.com.

Paid Family Leave

Under the California Disability Insurance Program an employee may be eligible for partial compensation for the illness of a family member, new child bonding, and other covered purposes. For more information, contact AskHR@embered.com. The employee may also find information on the California Employment Development Department's website at www.edd.ca.gov.

State Disability Insurance

State Disability Insurance (SDI) is offered to California employees. It is the responsibility of the employee to apply for SDI through his or her local Employment Development Department (EDD). The following link provides access to the EDD website <https://www.edd.ca.gov>

Overtime

Non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked over eight (8) hours in a single workday or forty (40) hours in any single workweek. Furthermore, non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked for the first eight (8) hours worked on the seventh (7th) consecutive day of work in any workweek. Overtime hours worked in excess of twelve (12) in one workday, and in excess of eight (8) hours on the seventh (7th) consecutive workday in a workweek, generally will be paid at two times (2.0) their regular rate of pay. Holidays, sick days, and PTO do not count as hours worked for overtime purposes.

Meal and Rest Periods

Meal Periods

The Organization provides each non-exempt employee who works more than five (5) hours with an unpaid 30-minute, duty-free meal break that must begin before the end of the fifth hour of work. A non-exempt employee who works more than ten (10) hours or more will be provided with a second unpaid 30-minute, duty-free meal break that must begin before the end of the tenth hour of work each workday. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization's timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform AskHR@embered.com of the reason why a full 30-minute uninterrupted meal break could not be taken.

Rest Periods

Non-exempt employees are authorized to take one (1) paid duty-free 10-minute rest period during each four hours of work or major fraction of hours. (A "major fraction" is a period of more than two (2) hours.) An exception applies if an employee's total daily work time is less than three and one-half (3.5) hours. If an employee works more than six (6) hours in a workday, the employee will be entitled to a second duty-free 10-minute rest period. Depending on the total number of hours worked in a workday, a non-exempt employee may be entitled to additional rest periods. Each rest break will be authorized and permitted near the midpoint of each work period, insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization's timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform AskHR@embered.com of the reason why the rest break could not be taken.

Complaint Procedures

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to AskHR@embered.com, which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

Recovery Periods

Employees who are required to conduct work outside in temperatures 85 degrees or more are allowed and encouraged to take a cool down rest (recovery period) in the shade or indoors and take other cooling measures, including, but not limited to, drinking sufficient amounts of water, making adjustments to work severity and duration, and wearing appropriate work clothing and personal protective equipment. The recovery period should be no less than five (5) minutes at a time when the employee feels the need to do so to be protected from overheating. There is no limit to the number of recovery periods available. Employees are paid for the time taken for recovery periods.

Day of Rest

Employees are entitled to take a day of rest in a seven-day workweek in accordance with the day-of-rest law. Employees who wish to work all seven days in the workweek and who are informed by the supervisor that they can work seven days may voluntarily choose to do so. Nonexempt employees who work all seven days in a workweek will be paid overtime required by law.

Accommodating Nursing Mothers

SJVCi provides a reasonable amount of break time for all nursing mothers to express breast milk. The break time used for this purpose includes, but is not limited to, the 10-minute rest period(s). Any additional time beyond the normal paid rest break needed for expressing milk will be unpaid. Exempt employees may take a reasonable amount of time during the workday for the same purpose. Employees may also choose to use unpaid meal break time to express breast milk.

The Organization will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location, other than a restroom, that is located close to the employee's work area (for those employees who physically work at an SJVCi location), and free from intrusion from coworkers and the public. If the employee's normal work area is a private office, it may be used to express breast milk. In either case, The room will:

- Be safe, clean, and free of hazardous or toxic materials;
- Have a surface to place a breast pump and other personal items;
- Have a place to sit; and
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

SJVCi will also provide a refrigerator close to an employee's work area for the employee to store breast milk and access to a sink with running water. If a refrigerator cannot be provided, the Organization may provide another cooling device suitable for storing milk, such as a cooler.

Employees have a right to request a lactation accommodation by submitting a written request to their direct supervisors or AskHR@embered.com. Where required by applicable law, if the Organization is unable to comply with the employee's request, it will issue a written response to the employee identifying why it denied the request.

The Organization prohibits retaliation against employees for requesting or utilizing a lactation accommodation. If the employee believes her rights concerning lactation accommodations have been violated, the employee may file a complaint with AskHR@embered.com or the California Labor Commissioner in accordance with Chapter 3.8 of the California Labor Code.

Access to Personnel and Payroll Records

Employees have the right to inspect certain documents in his or her personnel file and payroll records, as provided by California law. The employee may submit a written or verbal request to inspect his or her payroll records to Human Resources. The Organization will honor the request within 21 days of the date the request is received.

To inspect certain documents in the employee's personnel file, the employee must submit a written request directly to Human Resources. The Organization will only permit inspection of those documents required by California law. After receiving the request, Human Resources will schedule the inspection to occur at a reasonable time, not exceed thirty (30) calendar days.

Cal-COBRA

Employees may be able to continue their insurance coverage beyond the maximum allowed under the federal COBRA law. Employees who are eligible will receive an option to continue their insurance coverage under California law (Cal-COBRA) for an additional period of up to 18 months, when applicable. To qualify, employees must satisfy applicable requirements and pay the premiums as outlined in the documents they receive. Please be advised that the premium rates for the additional period provided by Cal-COBRA may exceed those in effect during the first 18 months of coverage. For additional information, please go to [www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage\(COBRA\)](http://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage(COBRA))

Employee Privacy Notice

This California Employee Privacy Notice (the "Notice") describes SJVCi's collection of Personal Information from applicants, employees, and contractors, and the business purposes for which this data will be used. This Notice supplements any other privacy notices and is not intended to override them. This includes, but is not limited to, any provisions in the Employee Handbook as it may be amended from time to time. For the purposes of this Notice, "Personal Information" means any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, to any individual or a household.

Categories of Personal Information Collected

SJVCi collects Personal Information about employees during the application process and throughout the scope of their employment with SJVCi. The categories of Personal Information collected may include the following:

- **Identification data**, such as the employee's name, employee/staff ID, date of birth, gender, nationality, and Social Security number or equivalent national identification number.
- **Contact details**, such as work and home addresses, telephone numbers, work and personal email addresses, and emergency contact details.

- **Family Information**, such as the name, relationship, date of birth, contact details, and social security numbers of employees' family members, marital status, and any other information that may be needed for the administration of benefits.
- **Information about employee's job**, such as job title, category and status, work location, department, employment contract, assigned tasks and projects, weekly hours, supervisor's name, start and end date, and reason for leaving.
- **Job qualifications**, such as education, training, certifications; and prior work experience.
- **Monitoring information**, such as IT systems usage information related to employee's use of the Organization's equipment, systems, and other resources.
- **Communication details**, such as email content, business letter content, business documents, and chat content.
- **Performance and disciplinary information**, such as performance reviews, evaluations and ratings, information about disciplinary allegations, the disciplinary process and any disciplinary warnings, details of grievances, and any outcome.
- **Information about compensation and benefits**, such as basic salary, bonus and commission entitlements, insurance benefits (including information about employee and dependents provided to the insurer), garnishments, hours and overtime, tax code, holiday entitlement, sick time, accrued salary information, and information relating to retirement savings plan.
- **Employment related documents and agreements**, such as employment agreements, confidentiality agreements, and proprietary rights agreements.
- **Payment information**, such as bank details (for payroll and business expense reimbursement purposes only) and business travel and entertainment data.
- **Health information**, as required by law or as necessary to manage the employment relationship, including benefits administration, occupational health, disability accommodation, workers' compensation, and medical leave.
- **Equal opportunity monitoring data**, to the extent voluntarily provided, such as race, ethnicity, disability, and military veteran information.
- **Termination and post-employment information**, such as termination agreements, benefits notices, and unemployment compensations forms.
- **Post-offer criminal background information**, such as any criminal history, revealing felony, misdemeanor, sex offender, probation, and other federal, state and county criminal offense records.

Business Purpose

The Organization uses Personal Information, for all purposes related to an employee's application for employment, and the creation, administration, and termination of the

employment relationship with SJVCi and for all purposes related to SJVCi's ongoing business operations. These purposes include, but are not limited to, the following:

- Making a decision about a recruitment or appointment.
- To assess skills, qualifications, and suitability for the work or role.
- To carry out background and reference checks, where applicable.
- To communicate with the employee/applicant about the recruitment process.
- Determining the terms on which the employee works for SJVCi.
- Confirming if the employee is legally entitled to work in the United States.
- To administer compensation, including, but not limited to, payment of wages and bonuses and income tax withholding and reimbursement of business expenses.
- Providing employment benefits, if applicable, for example, medical insurance, dental insurance, life insurance, and retirement savings plans.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary and compensation levels.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Gathering evidence for possible grievance or disciplinary hearings, if applicable.
- Making decisions about continued employment or engagement.
- Making arrangements for the termination of the working relationship with the Organization.
- Education, training and development requirements.
- Dealing with legal disputes involving an employee, or other employees, workers and contractors, including accidents at work.
- Ascertaining employee's ability to perform the essential functions of the position with or without reasonable accommodation.

- To administer leaves of absence as required by law or company policy.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor use of SJVCi's information and communication systems to ensure compliance with applicable policies.
- To ensure network and information security, including preventing unauthorized access to the Organization's computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal employment opportunities monitoring, if applicable.
- To exercise SJVCi's rights under applicable law and to support any claim, defense, or declaration in a case or before a jurisdictional and/or administrative authority, arbitration, or mediation panel.
- To meet legal and regulatory requirements including civil discovery in litigation involving SJVCi or affiliated companies.
- To apply for institutional and programmatic accreditations.
- To provide required directory information in course catalogs.
- To facilitate administrative functions, including, but not limited to, the management and operation of information technology and communications systems, risk management and insurance functions, budgeting, financial management and reporting, strategic planning, and the maintenance of licenses, permits and authorizations applicable to the Organization's business operations.

Questions

If an employee has any questions or concerns about this Notice, please contact the Human Resources Department by e-mailing askHR@embered.com.