

Section 29 - RHODE ISLAND ADDENDUM

29-1. Pregnancy Accommodations

In compliance with Rhode Island law, Innovave Marketing Group will not discriminate against employees in relation to pregnancy, childbirth and related conditions.

Innovave Marketing Group will endeavor to provide reasonable accommodations for conditions related to pregnancy, childbirth or related conditions, unless the accommodation would pose an undue hardship on the business. Such accommodations include, but are not limited to: more frequent or longer breaks; time off to recover from childbirth; acquisition or modification of equipment or seating; temporary transfer to a less strenuous or hazardous position; job restructuring; light duty; assistance with manual labor; break time and private non-bathroom space for expressing breast milk; or modified work schedules.

Innovave Marketing Group will not require an individual with a need related to pregnancy, childbirth or a related medical condition to accept an accommodation that the individual chooses not to accept. This includes, but is not limited to taking leave if another reasonable accommodation can be provided.

Innovave Marketing Group will not deny employment opportunities to the employee or prospective employee, if such denial is based on Innovave Marketing Group's inability to reasonably accommodate the employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition.

Employees with questions regarding this policy can contact the Employee's Manager.

29-2. Non-Harassment

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

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

Harassment Defined

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

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

Sexual Harassment Defined

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

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

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If employees have been subjected to or witnessed conduct which violates this policy, they should immediately report the matter to Employee's Manager. (Phone numbers and addresses are available through Innowave Marketing Group directory.) If they are unable for any reason to contact this person, or if they have

not received an initial response within five (5) business days after reporting any incident of what they perceive to be harassment, they should contact Human Resources hr@innwavemarketing.com. (Phone numbers and addresses are available through Innowave Marketing Group directory.) If the person toward whom the complaint is directed is one of the individuals indicated above, they should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

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

Retaliation Prohibited

In addition, Innowave Marketing Group will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If employees feel they have been subjected to any such retaliation, they should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

While employees are encouraged to report claims internally, if they feel subjected to sexual harassment or other harassment in violation of state law, they may file a formal complaint with the government agency or agencies set forth below. Using Innowave Marketing Group's complaint process does not prohibit the employee from filing a complaint with these agencies.

Rhode Island Commission for Human Rights 10 Abbot Park Place Providence, Rhode Island 02903 (401) 277-2661 The United States Equal Employment Opportunity Commission (EEOC) JFK Federal Building, Room 475 Boston, Massachusetts 02203 (617) 565-3200 (voice).

29-3. Overtime

Like most successful companies, Innowave Marketing Group experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1½) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

29-4. Earned Sick And Safe Leave

Eligibility

Innowave Marketing Group provides Earned Sick and Safe Leave time (“ESSL”) to employees in Rhode Island. For employees whose primary place of work is in Rhode Island and who are eligible for sick time under the general Paid Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Accrual

Employees begin accruing unpaid ESSL at the start of employment. Employees accrue one (1) hour of unpaid ESSL for every 35 hours worked and all hours paid by the employer while collecting paid time off benefits, including, but not limited to holiday pay, personal time, sick time and vacation time, up to a maximum of 40 hours each calendar year.

Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case ESSL accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Current employees may use ESSL as it accrues. Employees, other than temporary and seasonal employees may begin using ESSL on the 90th calendar day of employment. Temporary employees may begin using ESSL on the 180th calendar day of employment, unless otherwise permitted by the employer. Seasonal employees may begin using ESSL on the 150th calendar day of employment, unless otherwise permitted by the employer. ESSL must be used in a minimum increment of four (4) hours per day, provided such minimum increment is reasonable under the circumstances.

The employee may not use more than 40 hours of ESSL in a calendar year.

Employees may use ESSL for the following reasons:

1. the employee's mental or physical illness, injury or health condition; the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; the employee's need for preventive medical care;
2. care of a family member (which includes a child; a biological, foster or adoptive parent, a stepparent, a legal guardian or other person who stands in loco parentis to the employee or the employee's spouse or domestic partner when they were a child; spouse; mother-in-law; father-in-law; grandparents; grandchildren; domestic partner; sibling; care recipient; or member of the employee's household) with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. closure of the employee's place of business by order of a public official due to a public health emergency or the employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider

that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or

4. time off needed when the employee or a member of the employee's family is a victim of domestic violence, sexual assault or stalking.

The employee's use of ESSL will not be conditioned upon searching for or finding a replacement worker.

Notice and Documentation

When the use of ESSL is foreseeable, employees are required to make a reasonable effort to schedule the use of ESSL in a manner that does not unduly disrupt Innowave Marketing Group's operations. Requests to use ESSL may be made orally, in writing or electronically (e.g., via email) and whenever possible, the request must include the expected duration of the employee's absence. When the use of ESSL is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to enter the request in Gusto in advance of the use of ESSL. When the use of ESSL is not foreseeable, the employee is required to provide notice to enter the request in Gusto at least one (1) hour prior to the start of the employee's workday or as soon as possible under the circumstances.

For ESSL of three (3) or more consecutive work days, Innowave Marketing Group requires reasonable documentation that the ESSL has been used for a covered purpose. For reason #1 and #2 above, documentation signed by a health care professional indicating that ESSL is necessary and reasonable, but should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking. For reason #4 above, any of the following types of documentation selected by the employee are reasonable, including:

- the employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault or stalking and that the leave taken was for one of the purposes in reason #4 above;
- a police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault or stalking;
- a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence, sexual assault or stalking; or
- a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization or is involved in legal action related to domestic violence, sexual assault or stalking.

ESSL may not be used as an excuse to be late for work without an authorized purpose. If the employee is committing fraud or abuse by engaging in an activity that is not consistent with allowable purposes for ESSL, the employee will be disciplined, up to and including termination of employment for misuse of ESSL.

If the employee is exhibiting a clear pattern of taking ESSL on days just before or after a weekend, vacation or holiday, Innowave Marketing Group may discipline the employee for misuse of ESSL, unless the employee provides reasonable documentation that the ESSL has been used for a purpose listed above.

Employees must provide written documentation for the employee's use of ESSL that occurs within two (2) weeks prior to the employee's final scheduled day of work before termination of employment.

Carryover and Payout

An employee may carry over accrued, unused ESSL to the following calendar year.

Enforcement and Retaliation

Retaliation or discrimination against the employee who requests ESSL or uses ESSL, or both, is prohibited, and employees may file a complaint with the Rhode Island Department of Labor and Training against an employer who retaliates or discriminates against the employee.

Questions about rights and responsibilities under the law can be answered by Human Resources hr@innwavemarketing.com.

29-5. Statutory Short-Term Disability Benefits

Innowave Marketing Group also provides statutory short-term disability insurance.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

29-6. Paid Temporary Caregiver Insurance Benefits And Leave

Employees may be eligible for up to five (5) weeks of caregiver leave and temporary caregiver benefits within any 52-week period to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law or grandparent or to bond with a newborn child or child newly placed for adoption or foster care. (Leave for these purposes will increase to six (6) weeks effective January 1, 2023.)

Temporary caregiver benefits are available through the Rhode Island "Temporary Caregiver Insurance" ("TCI") program, which is administered by the Rhode Island Department of Labor and Training ("DLT"). Temporary caregiver benefits only are available to the employees exercising their right to take a leave while covered by the TCI program. These benefits are financed solely through employee contributions to the TCI program. That program is solely responsible for determining if the employee is eligible for such benefits.

Employees may be eligible for temporary caregiver benefits for any week in which they are unable to perform their regular and customary work because they are:

1. bonding with a newborn child or a child newly placed for adoption or foster care with the employee or domestic partner (available during the first 12 months of parenting only); or
2. caring for a child, a parent, parent-in-law, grandparent, spouse or domestic partner, who has a serious health condition, subject to a waiting period.

Employees may use accrued paid time during any eligibility waiting period in accordance with Innowave Marketing Group's paid time off policies.

Employees must file a written notice with Innowave Marketing Group with a minimum of 30 days' notice prior to commencement of the caregiver leave. Failure by the employee to provide the written notice may result in delay or reduction in the claimant's benefits, except in the event the time of the leave is

unforeseeable or the time of the leave changes for unforeseeable circumstances.

Individuals who exercise their rights to leave covered by the TCI program must file a certificate form with the DLT containing all information required by the DLT. For leave for reason of caring for a seriously ill family member, employees must file a certificate with the DLT that must contain:

1. a diagnosis and diagnostic code prescribed in the international classification of diseases, or where no diagnosis has yet been obtained, a detailed statement of symptoms;
2. the date if known, on which the condition commenced;
3. the probable duration of the condition;
4. an estimate of the amount of time that the licensed qualified health care provider believes the employee is needed to care for the family member;
5. a statement that the serious health condition warrants the employee's participation to provide care for the family member. Such reasons may include, but are not limited to, providing psychological comfort, arranging third-party care for the family member as well as directly providing, or participating in the medical and physical care of the patient; and
6. a certificate filed to establish medical eligibility of the serious health condition of the employee's family member shall be made by the family member's treating licensed qualified health care provider.

In the case of a parent, or persons who are in loco parentis caring for the serious health condition of a foster care child, the employee must submit all required information, with a written request to the Department of Children, Youth and Families for the release of medical information by the child's treating licensed qualified health care provider. The Department of Children, Youth and Families will transmit the requested medical information, pending all properly submitted forms, to the DLT, within 10 business days of request. In the absence of the requested transmitted medical information by the Department of Children, Youth and Families within 10 business days, the employee may request the licensed qualified healthcare provider to directly transmit the medical eligibility of the serious health condition to the DLT.

Any employees who exercise their rights to leave covered by TCI will, upon the expiration of that leave, be entitled to be restored by Innowave Marketing Group to the position held when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay and other terms and conditions of employment including fringe benefits and service credits that the employee had been entitled to at the commencement of leave.

During any caregiver leave taken pursuant to this policy, Innowave Marketing Group will maintain any existing health benefits in force for the duration of the leave as if the employee had continued in employment continuously from the date the leave commenced until the date the caregiver benefits terminate; provided, however, that the employee shall continue to pay any employee shares of the cost of health benefits as required prior to the commencement of the caregiver benefits.

Innowave Marketing Group may require employees who are entitled to leave under the Family & Medical Leave Act (FMLA) and/or the Rhode Island Family Leave Act (RIFLA), who exercise their rights to benefits under the temporary caregiver insurance program, to take any temporary caregiver benefits received, concurrently, with any leave taken pursuant to the FMLA and/or RIFLA.

Employees should consult Human Resources hr@innwavemarketing.com with questions regarding this policy.

29-7. School Involvement Leave

Innowave Marketing Group will grant employees who have been employed for 12 consecutive months up to 10 hours of unpaid leave during any 12-month period to attend school conferences or other school-related activities for a child of whom the employee is the parent, foster parent or guardian. Twenty-four hours' notice is required and the employee must make a reasonable effort to schedule the leave so as not to unduly disrupt Innowave Marketing Group's operations. Employees may use accrued paid time off for this purpose.