

Section 10 - CONNECTICUT ADDENDUM

10-1. Pregnancy Accommodations

In compliance with Connecticut law, Innowave Marketing Group will not discriminate against the employee or prospective employee in the terms or conditions of the employee's employment in relation to pregnancy, childbirth or a related condition including, but not limited to, lactation. Innowave Marketing Group will not limit, segregate or classify the employee in a way that would deprive the employee of employment opportunities due to the employee's pregnancy.

Reasonable Accommodations

Innowave Marketing Group will endeavor to provide reasonable accommodations for conditions related to pregnancy, childbirth or a related condition, including, but not limited to, lactation, unless the accommodation would pose an undue hardship on Innowave Marketing Group's business. Such accommodations include, but are not limited to:

1. being permitted to sit while working;
2. more frequent or longer breaks;
3. periodic rest;
4. assistance with manual labor;
5. job restructuring;
6. light duty assignments;
7. modified work schedules;
8. temporary transfers to less strenuous or hazardous work;
9. time off to recover from childbirth; or
10. break time and appropriate facilities for expressing breast milk.

Innowave Marketing Group will not force the employee or prospective employee affected by pregnancy to accept a reasonable accommodation if such employee or person seeking employment does not have a known limitation related to the employee's pregnancy, or does not require a reasonable accommodation to perform the essential duties related to the employee's employment. This includes, but is not limited to, forcing the employee to take leave if another reasonable accommodation can be provided to the employee's condition related to the pregnancy, childbirth or a related medical condition.

Enforcement and Retaliation

Innowave Marketing Group will not retaliate against the employee in the terms, conditions or privileges of the employee's employment based upon the employee's request for a reasonable accommodation under this policy. Further, Innowave Marketing Group will not deny employment opportunities to the employee or prospective employee due to the employee's or prospective employee's request for a reasonable accommodation related to pregnancy, childbirth or a related medical condition.

If employees have any questions about or would like to request a reasonable accommodation under this policy, they should contact the Employee's Manager.

10-2. 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 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 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 is illegal and prohibited by Connecticut and federal law in the workplace, pursuant to § 46a-60(a)(8) of the Connecticut General Statutes and Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

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, text messages 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 Procedure

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

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. 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 an employee believes that they have been subjected to sexual harassment or other harassment in violation of state law, the employee may file a formal complaint with the Connecticut Commission on Human Rights and Opportunities (the "Commission") at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO.

Individuals who engage in acts of sexual harassment or other harassment in violation of state law may be subject to civil penalties in the form of a cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement, emotional distress, as well as attorney's fees, costs, pre- and post- judgment

interest and punitive damages (if the case is tried in court). Individuals may also be subject to additional criminal penalties stemming from acts of sexual harassment.

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment.

10-3. Lactation Breaks

Innowave Marketing Group will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, to the extent required by and in accordance with applicable law. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. Break time that cannot run concurrently with rest and meal periods already provided to the employee will be unpaid, to the extent permitted by applicable law.

Innowave Marketing Group will make reasonable efforts to provide the employee with use of a room or location in close proximity to the employee's work area, other than a bathroom, for the employee to express milk in private. This room or location may be the employee's private office, if applicable.

Innowave Marketing Group may not be able to provide a room or location in close proximity to the employee's work area if doing so would impose an undue hardship by causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the Innowave Marketing Group's business.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy. Employees can contact Human Resources hr@innwavemarketing.com with questions regarding this policy.

10-4. Family And Medical Leave

For Connecticut employers that are covered by the federal Family and Medical Leave Act.

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Connecticut Family and Medical Leave Act ("CFMLA"). This policy provides employees information concerning FMLA/CFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, Innowave Marketing Group will run FMLA leave concurrently with CFMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA/CFMLA leave, they should contact Human Resources hr@innwavemarketing.com.

I. Eligibility

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

Special hours of service eligibility requirements apply to airline flight crew employees.

CFMLA leave is available to "CFMLA eligible employees." To be a "CFMLA eligible employee," the employee must have been employed by Innowave Marketing Group for at least three (3) months immediately preceding a request for leave.

II. Entitlements

As described below, the FMLA and/or CFMLA provide(s) eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA/CFMLA Leave Entitlement

The FMLA/CFMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period, with an additional two (2) weeks available under the CFMLA for an incapacitating serious health condition that occurs during pregnancy. The 12-month period is measured by a rolling 12-month period measured backward from the date the employee uses their FMLA leave. Where both laws apply, the leave provided by each will run concurrently. It is Innowave Marketing Group's policy to provide the greater leave benefit provided under the FMLA or CFMLA and to run leave concurrently under the FMLA and CFMLA whenever possible.

Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, child or parent who has a **serious health condition**);
- To care for the employee's parent-in-law, sibling, grandparent, grandchild or any other individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of these family relationships or of a child, parent, or spouse who has a **serious health condition** (CFMLA only);
- To serve as an organ or bone marrow donor (CFMLA only);
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, child or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** under the FMLA and/or CFMLA is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, including inpatient care in a hospital, hospice, nursing home or residential medical care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or incapacity due to a chronic condition. For additional information regarding conditions that qualify as serious health conditions, please contact Human Resources hr@innwavemarketing.com.

Qualifying exigencies under the FMLA and/or CFMLA may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) Under the FMLA and/or CFMLA

In addition to the basic FMLA and/or CFMLA leave entitlements discussed above, under the FMLA and CFMLA, an eligible employee who is the spouse, child, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness.

In addition to the entitlements outlined above, under the CFMLA an eligible employee is entitled to take up to 26 weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the servicemember is the eligible employee's parent-in-law with a serious health condition.

Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA- and/or CFMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

When, during the single 12-month period, leave qualifies as both leave to care for a covered servicemember and leave to care for a family member with a serious health condition, Innowave Marketing Group will designate such leave as leave to care for a covered servicemember in the first instance, and such leave shall not be designated and counted as both leave to care for a covered servicemember and leave to care for a family member with a serious health condition. As is the case with other FMLA and/or CFMLA leave, Innowave Marketing Group may retroactively designate leave as leave to care for a covered servicemember.

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

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

C. Intermittent Leave and Reduced Leave Schedules

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

D. No Work While on Leave

The taking of another job while on FMLA/CFMLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

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

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause Innowave Marketing Group substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Innowave Marketing Group will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances.

At the end of a leave under the CFMLA, the employees will be returned to their original job, unless that job is not available, in which case they will be returned to an equivalent position.

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

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

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

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

III. Employee FMLA and CFMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA/CFMLA leave must timely notify Innowave Marketing Group of their need for FMLA/CFMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

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

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant;
- they have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or

- called to covered active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFMLA leave under this policy. Employees must respond to Innowave Marketing Group's requests for information to determine if absences are potentially FMLA/CFMLA-qualifying.

If the employee fails to explain the reasons for FMLA/CFMLA leave, the leave may be denied. When employees seek leave due to FMLA/CFMLA-qualifying reasons for which Innowave Marketing Group has previously provided FMLA/CFMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA/CFMLA leave.

2. Timing of Employee Notice

Where the need for leave is foreseeable, employees must provide timely advance notice of the need to take family and medical leave; if leave is requested only under the FMLA, then 30 days' notice is required. Where possible, Innowave Marketing Group requests that employees provide at least 30 days' notice of a foreseeable leave. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Innowave Marketing Group notice of the need for leave as soon as practicable under the facts and circumstances of the particular case (i.e., within one (1) or two (2) business days of learning of the need for the leave).

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with Innowave Marketing Group and make a reasonable effort to schedule treatment so as not to unduly disrupt Innowave Marketing Group's operations, subject to the approval of the employee's health care provider. Employees must consult with Innowave Marketing Group prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both Innowave Marketing Group and the employees, subject to the approval of the employees' health care provider. If employees providing notice of the need to take FMLA/CFMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Innowave Marketing Group may require employees to attempt to make such arrangements, subject to the approval of the employees' health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, Innowave Marketing Group may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise Innowave Marketing Group of the reason why such leave is medically necessary. In such instances, Innowave Marketing Group and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Innowave Marketing Group's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA/CFMLA Leave (Unrelated to Requests for

Military Family Leave)

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

It is the employee's responsibility to provide Innowave Marketing Group with timely, complete and sufficient medical certifications. Whenever Innowave Marketing Group requests employees to provide FMLA/CFMLA medical certifications, employees must provide the requested certifications within 15 calendar days after Innowave Marketing Group's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. Innowave Marketing Group will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. Innowave Marketing Group will deny FMLA/CFMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications, to the extent permitted by applicable law.

With the employee's permission, Innowave Marketing Group may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If the employee chooses not to provide Innowave Marketing Group with authorization allowing it to clarify or authenticate certifications with health care providers, Innowave Marketing Group may deny FMLA/CFMLA leave if certifications are unclear, to the extent permitted by applicable law.

Whenever Innowave Marketing Group deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA/CFMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Innowave Marketing Group has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Innowave Marketing Group's expense. If the opinions of the initial and second health care providers differ, Innowave Marketing Group may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by Innowave Marketing Group and the employee.

Innowave Marketing Group shall provide employees with copies of second or third medical opinions, upon request by employees. Requested copies shall be provided to employees within two business days unless extenuating circumstances prevent such action.

2. Medical Recertifications

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

3. Return to Work/Fitness for Duty Medical Certifications

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

D. Submit Certifications Supporting Need for Military Family Leave

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

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

E. Substitute Paid Leave for Unpaid FMLA and CFMLA Leave

Employees must use any accrued paid time off while taking unpaid FMLA/CFMLA leave. The substitution of paid time for unpaid FMLA/CFMLA leave time does not extend the length of FMLA/CFMLA leaves and the paid time will run concurrently with the employee's FMLA/CFMLA entitlement.

Employees will not be required to use any paid time off during CFMLA leave to the extent it would result in a balance of less than two (2) weeks of paid time off.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA/CFMLA leave entitlement. Upon written request, Innowave Marketing Group will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA and/or CFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless Innowave Marketing Group notifies employees of other arrangements, whenever employees are receiving pay from Innowave Marketing Group during family and medical leave, Innowave Marketing Group will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If family and medical leave is unpaid, employees must pay their portion of the group health premium through a method determined by Innowave Marketing Group upon leave.

Innowave Marketing Group's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Innowave Marketing Group will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Innowave Marketing Group for the cost of the premiums Innowave Marketing Group paid for maintaining coverage during their unpaid FMLA leave.

IV. Coordination of FMLA/CFMLA Leave with Other Leave Policies

The FMLA and CFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. However, whenever permissible by law, Innowave Marketing Group will run FMLA and/or CFMLA leave concurrently with any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/CFMLA leave is either not available or exhausted, please consult Innowave Marketing Group's other leave policies in this handbook or contact Human Resources hr@innwavemarketing.com.

V. Questions and/or Complaints about FMLA/CFMLA Leave

If employees have questions regarding this FMLA/CFMLA policy, they should contact Human Resources hr@innwavemarketing.com. Innowave Marketing Group is committed to complying with the FMLA and CFMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA and CFMLA.

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

10-5. Paid Leave Benefits

The Connecticut Paid Family and Medical Leave Act ("PFMLA") is a mandatory statewide insurance program administered by the state-created Connecticut Paid Leave Authority ("the Authority"). Employees may be eligible for Connecticut Paid Leave ("CPL") income replacement benefits beginning January 1, 2022. Benefits are financed through employee contributions to the program, which began on January 1, 2021. The Authority is solely responsible for determining whether the employee is eligible for benefits and the amount of any benefits payable.

It is the employee's responsibility to apply for CPL benefits and to cooperate in the CPL application process.

Receipt of CPL benefits does not, by itself, provide job protection to employees. For employees to be considered for job-protected leave, they must follow the process for requesting leave under the federal

Family and Medical Leave Act (FMLA) and/or Connecticut Family and Medical Leave Act (CFMLA) or other job-protected leave. CPL benefit periods may run concurrently with FMLA/CFMLA or other leaves. Please see the Connecticut Family and Medical Leave policy for more information on employees' rights and obligations under this policy.

Eligibility Requirements

To be eligible for CPL benefits, the employee must have earned at least \$2,325 during one of the first four (4) of the five (5) most recently completed quarters and be presently employed or employed in the previous 12 weeks. The amount of paid benefits will vary depending upon the employee's wages, and the maximum available benefit is capped at 60 times the state minimum wage. For additional information on benefits available, please visit <https://ctpaidleave.org>.

Amount of Benefits

Employees are eligible for up to 12 weeks of CPL benefits, with an additional two (2) weeks of CPL benefits available for a serious health condition resulting in incapacitation that occurs during a pregnancy. If benefits are to care for an injured servicemember, then up to 12 weeks of CPL benefits are available, notwithstanding any additional approved leave for this reason. Up to 12 days of CPL benefits are available for otherwise unpaid family violence leave pursuant to Conn. Gen. Stat. Sec. 31-51ss.

Entitlement

Employees may apply for CPL benefits:

- for the employee's own serious health condition;
- to care for the employee's child after birth or placement for adoption or foster care;
- to care for the serious health condition of the employee's family member;
- to serve as an organ or bone marrow donor;
- for any qualifying exigency;
- to care for an injured servicemember; and
- for otherwise unpaid family violence leave pursuant to Conn. Gen. Stat. Sec. 31-51ss.

"Family member" for the purpose of this policy means a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

Interaction with Other Paid Benefits

If the employee needs time away from work for a reason covered by CPL benefits, they will not be eligible to use any paid benefits provided by Innowave Marketing Group unless they apply for benefits from the Authority, including providing all required information to the Authority in connection with the application. That includes eligibility to use benefits provided by Innowave Marketing Group to supplement CPL benefits up to 100% of the employee's regular pay. Innowave Marketing Group may require the employee to provide proof of application and/or approval for CPL benefits.

If the employee has applied to the Authority to receive CPL benefits and such application is denied, the employee may be required to use accrued paid time off for the applicable time period (unless the period of time is covered by CFMLA and the employee has two (2) weeks or fewer of paid time off remaining).

Regardless of any remaining available benefits provided by Innowave Marketing Group, employees who are

unable to demonstrate entitlement to job protection for their time away from work may be subject to disciplinary action under Innowave Marketing Group's attendance policy.

Questions and/or Complaints

If employees have questions regarding this policy, they should contact Human Resources hr@innwavemarketing.com.

Innowave Marketing Group prohibits retaliation against employees for requesting or using paid leave benefits or otherwise exercising or attempting to exercise any right provided in this policy or by the PFMLA. Employees may file a complaint regarding CPL benefits with the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109, telephone 860-263-6000.

10-6. Leave For Family Or Domestic Violence

Employees who are victims of family or domestic violence may take at least 12 days of unpaid leave during any calendar year for a qualifying purpose. "Family violence" includes incidents resulting in physical harm, bodily injury, assault, or an act of threatened violence between family or household members. "Domestic violence" includes family violence, as well as stalking, threatening or intimidation, or coercive control.

Reasons for Leave

Employees may take leave under this policy to:

- seek medical care or counseling for injury or disability as a result of family or domestic violence (including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child);
- obtain services from a victim services organization;
- obtain psychological counseling related to an incident(s) of family or domestic violence (including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child);
- take action to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- obtain legal services, assist in the prosecution of the offense, or otherwise participate in any civil or criminal proceeding related to or resulting from such family or domestic violence.

Notice

To the extent practicable, employees must provide reasonable notice (preferably seven (7) days) to request a domestic or family violence leave.

Documentation

Employees should provide one (1) of the following documents in connection with their use of family or domestic violence leave: a signed, written statement certifying that the leave is a result of an incident of family or domestic violence; a police or court record related to the incident of family or domestic violence; or a signed, written statement that the employee is a victim of family or domestic violence from an employee or agent of a victim services organization, an attorney, an employee of the office of victim services or victim advocate or a medical professional or other professional from whom the employee has sought assistance

concerning the incident of family violence. Innowave Marketing Group will make every attempt to ensure documents provided in support of a family or domestic leave request under this policy remain confidential and protected from disclosure unless required by law.

Unpaid Leave

Employees are not paid while on a domestic or family violence leave but may use any accrued and unused paid time off time in connection with use of this leave.

Eligible employees also may apply to the Connecticut Paid Leave Authority to receive benefits for the otherwise unpaid family violence leave under this policy (up to 12 days). For more information, please consult the Connecticut Paid Leave Benefits policy.

Reinstatement

Employees who take leave under this policy will be returned to the position they held at the time when the leave commenced or to a position with equivalent benefits, pay, and other terms and conditions of employment.

Enforcement and Retaliation

Employees will not be subject to discharge, harassment, or discrimination for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

If employees have any questions regarding this policy, they should contact Human Resources hr@innowavemarketing.com.