



Employee Handbook



Welcome to Uniti!

We're so glad you're here! Whether you're beginning your journey with us or bringing your experience to a new chapter, you're stepping into something bigger than a job. We believe our company is only as strong as the people who power it—and that means you are one of our most valuable assets.

Uniti is more than just a workplace, it's a purpose driven company powered by people and built on connection. You're part of a team united by a mission and your contributions directly support the infrastructure that powers high-speed connectivity across the country. From large-scale fiber deployments to cutting-edge solutions, your work helps move our industry and our communities forward.

We created this handbook to help you feel confident during your journey with us. Inside, you'll find the principles, policies, and expectations that help us stay aligned, accountable, and united. We encourage you to commit our values to heart, lean into the collaborative, high-accountability environment we're building together, and take pride in the role you play every day.

You matter here. Your ideas, your drive, and your integrity help shape our future. So welcome and thank you for being part of what makes Uniti a dynamic, rewarding, and great place to work. We're glad you're here.

Let's build something extraordinary.

Sincerely,

Kenny Gunderman

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A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of Uniti Group Inc. and its affiliated business collectively referred to as “Uniti” and the “Company”. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Company. The policies outlined in this Employee Handbook should be regarded as guidelines only, which will require changes from time to time. The Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The Company complies with federal and state law and this handbook generally reflects those laws. The Company also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook. In the case where applicable local laws differ from federal laws, the more favorable law for employees will take precedence.

Except for the policy of at-will employment, the Company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matter it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the CEO of Uniti Group Inc.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

Unless expressly proscribed by statute or contract, employment is "at-will." This means that employees may be terminated at any time, with or without cause and with or without advance notice. Employees are also free to resign at any time. The Company requests at least two weeks' notice as a courtesy. No officer, employee or representative of the Company is authorized to enter into an agreement express or implied with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the CEO of Uniti Group Inc.

COMPANY POLICIES AND PRACTICES

OVERVIEW

Uniti has statements of policy relative to the areas of equal employment opportunity, harassment prevention, violence in the workplace, and drug and substance abuse. Our [Working with Integrity](#) program encompasses our common code of business ethics. Also included in this Section are policy statements and guidelines on confidentiality, tobacco use, outside employment and telecommuting.

CULTURE OF INNOVATION & BELONGING

At Uniti, we cultivate a culture where innovation and belonging are integral to our success. We strive to create a workplace where everyone feels a sense of belonging and can unite around shared interests. We believe that knowing and understanding our colleagues helps bridge differences, strengthens teamwork and contributes to our goal of being the preferred company for a reliable and responsive network and the first choice for quality and service. Together, we are building a more connected future—both within our organization and in the communities we serve.

PREFERRED NAME POLICY

Uniti recognizes that some employees prefer to identify themselves by a name other than their legal name. To foster an environment that is inclusive and encourages self-expression, Uniti employees may use a preferred or chosen first name, regardless of whether they have legally changed their name. The employee will be able to utilize the preferred name wherever a legal name is not required by law or business need.

Locations where employees can expect their preferred name to appear include, but are not limited to, the following:

- Employee identification badge
- Organization chart
- Company e-mail
- Business cards
- Company intranet (Ustream)
- Workspace identification (office or cube placard)

Locations where a legal name is required include, but are not limited to, the following:

- Payroll records
- Health and retirement records
- Tax documents
- Immigration documents
- Certain reimbursements

- Travel and purchasing authorizations
- Legal documents

Use of a preferred name may not be used to avoid legal obligations or for other illegal purposes. While employees are encouraged to use whatever preferred name they chose, preferred names should not include offensive or derogatory language. Uniti reserves the right to reject inappropriate requests and to remove preferred names with or without prior notice.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Uniti is committed to matching the talents and experience of each particular applicant with each specific job opening, without regard to race, color, religion, sex, age, national origin, genetic information, protected veteran status, current military status, disability, sexual orientation, marital status, or any other status protected by law, and to give full consideration to qualified disabled individuals and protected veterans. All employment decisions will be based only on valid job requirements. It is the express policy of Uniti to continue efforts to assure that no discrimination exists in our employment practices and that an atmosphere free from harassment is maintained. No employee or applicant shall be subject to harassment, intimidation, threats, coercion, discrimination, or retaliation because they have filed a complaint, assisted or participated in any Equal Employment Opportunity investigation or proceeding, opposed any practice made unlawful by applicable law or regulation, or exercised any other protected right.

Uniti's prohibition against discrimination applies to all terms and conditions of employment, including recruitment, hiring, compensation, promotions, transfers, reassignments, training, career development, benefits, and separation. Further, Uniti will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee. However, except under limited circumstances, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information.

Uniti has developed and implemented an Affirmative Action Plan for Qualified Protected Veterans and Individuals with Disabilities and copies are available for review by any employee or applicant for employment upon request during normal business hours. Interested persons should contact their Human Resources Business Partner (HRBP) for assistance.

Any questions or comments regarding our Equal Employment Opportunity policies may be directed to the HR department, at 1-855-411-MYHR. Any suspected activities in violation of our policies should be reported to the Employee Relations department. All complaints and suspected violations of this policy will be investigated.

HARASSMENT PREVENTION AND NON-DISCRIMINATION IN THE WORKPLACE POLICY

Uniti strives to maintain a working environment that is free from any form of harassment or discrimination. To that end, Uniti will not tolerate any type of harassment or discrimination against any employee by coworkers, management, customers, or vendors.

- The withholding of promotions, pay increases or training opportunities because of an employee's personal characteristics, intellectual viewpoints or physical attributes is prohibited and violates reasonable rules of company operation. Personal characteristics, intellectual viewpoints, and physical attributes include, but are not limited to, an employee's race, color, ancestry, religion, sex, gender, age, national origin, genetic information, protected veteran status, physical or mental disability, sexual orientation, marital status, or other status protected by law.
- Threats, retaliatory, belittling, or intimidating behaviors, with or without sexual conduct, are not tolerated at Uniti. Hostile or offensive comments and jokes or inappropriate physical conduct are in violation of acceptable company standards of behavior and are prohibited.
- Demanding favors (sexual or otherwise), explicitly or implicitly, as a condition of employment, promotion, transfer, or any other term or condition of employment is prohibited.

Any employee who has knowledge of a situation that they believe to be a violation of this policy must report the situation, either orally or in writing, to their supervisor, a Human Resources representative, or the Working with Integrity helpline at 1-888-898-3990 or online at [Working with Integrity website](#).

Any supervisor who receives a report of or has knowledge of such harassment shall promptly inform the Human Resources representative, who will then impartially conduct an investigation. Employees are expected to cooperate in any investigation. Every effort will be made to ensure confidentiality to the greatest extent possible. Any adverse treatment of, or retaliation against, employees who have reported harassment or discrimination in good faith or who provide information related to such complaints is unacceptable. Violation of this provision may result in termination.

False accusations are considered serious and may result in corrective action up to and including termination of employment.

All reports will be fully investigated and, where it is determined that inappropriate behavior has occurred, corrective action will be taken, up to and including termination. All employees are expected to act responsibly and to maintain an atmosphere free from discrimination, harassment and retaliation.

Note to New York Employees: Uniti has adopted the New York Model Harassment Prevention Policy. Employees and individuals who visit a workplace in the course of their own work may call the toll-free hotline at 1-800-HARASS-3 (1-800-427-2773), Monday through Friday from 9:00 a.m. to 5:00 p.m., to make complaints and receive counsel and assistance regarding workplace sexual harassment. The hotline is set to be operated by the New York State Division of Human Rights (NYSDHR), which, if requested, will connect affected individuals with pro bono attorneys who have experience in responding to issues relating to sexual harassment. Please refer to Appendix A for a copy of this policy, as well as a Notice regarding the New York City Human Rights Law.

ANTI-RETALIATION POLICY

Uniti is committed to fostering an environment in which employees can raise concerns, make suggestions, and report misconduct without fear of retaliation. Retaliation in any form is prohibited and will not be tolerated.

This policy applies to all employees, contractors, vendors, and any other individual who works for or provides services to Uniti. It covers all aspects of employment, including, but not limited to, job assignments, compensation, promotions, demotions, transfers, layoffs, terminations, and any other terms or conditions of employment.

PROHIBITED CONDUCT

Retaliation can take many forms and may include, but is not limited to, the following:

1. Threatening an employee who raises a concern or reports misconduct with termination, demotion, or any other adverse action.
2. Intimidating or harassing an employee who raises a concern or reports misconduct.
3. Taking any adverse action against an employee who raises a concern or reports misconduct, including but not limited to termination, demotion, or any other adverse employment action.
4. Failing to provide necessary training, resources, or support to an employee who raises a concern or reports misconduct, or otherwise dissuading an employee from reporting a concern to HR, other level of leadership, or to Uniti's third-party hotline.
5. Discriminating against an employee who raises a concern or reports misconduct.
6. Encouraging or participating in any form of retaliation against an employee who raises a concern or reports misconduct.
7. Threatening an employee who raises a concern or reports misconduct with termination, demotion, or any other adverse action.
8. Intimidating or harassing an employee who raises a concern or reports misconduct.
9. Taking any adverse action against an employee who raises a concern or reports misconduct, including but not limited to termination, demotion, or any other adverse employment action.
10. Failing to provide necessary training, resources, or support to an employee who raises a concern or reports misconduct, or otherwise dissuading an employee from reporting a concern to HR, other level of leadership, or to Uniti's third-party hotline.
11. Discriminating against an employee who raises a concern or reports misconduct.
12. Encouraging or participating in any form of retaliation against an employee who raises a concern or reports misconduct.

REPORTING RETALIATION

If you believe that you have been subjected to retaliation for raising a concern or reporting misconduct, you should immediately report the incident to your supervisor, HRBP or any designated company official. You may also report the incident anonymously or through Uniti's [Working with Integrity website](#) or by calling 1-888-898-3990.

INVESTIGATION OF RETALIATION CONSEQUENCES FOR RETALIATION

Retaliation is a violation of Uniti's policies and may result in disciplinary action, up to and including termination of employment. Additionally, retaliation may result in legal consequences for both the company and the individual(s) involved.

CONCLUSION

Uniti takes retaliation seriously and is committed to ensuring that every employee feels safe and secure in reporting concerns or misconduct. If you have any questions or concerns regarding this policy, please contact your supervisor or HR department.

VIOLENCE FREE WORKPLACE

Uniti is committed to the health and safety of all full-time, part-time, or contracted employees and will not tolerate workplace threats or acts of violence. All workplace threats and/or acts of violence must be reported immediately to ensure the protection of people and property. To ensure a safe workplace and to reduce the risk of violence, all employees are required to review and understand all provisions of this workplace violence policy. All managers and supervisors are expected to discuss the policy with their staff so that they understand how to handle intimidating, threatening, or violent incidents as well as understand the consequences of such behavior.

Uniti does not condone any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Conduct that is prohibited includes (but is not limited to):

- causing physical injury to another person;
- making threatening or offensive remarks or jokes;
- behaving aggressively or in a hostile manner that creates a reasonable fear of injury to another person;
- intentionally damaging employer or employee property;
- possession of a weapon or live ammunition while on Company property or while on Company business (unless state law requires otherwise); and
- committing acts motivated by, or related to, sexual harassment or domestic violence.

Uniti employees should report potentially dangerous behavior, situations or threatening comments to a supervisor or the Human Resources Department. All reports will be investigated and handled in confidence. All parties involved in the situation will be interviewed/counseled. The results of the investigation may be discussed with all involved parties with consideration for confidentiality. The Company will immediately intervene in any situation deemed hostile or violent by contacting Corporate Security and/or law enforcement authorities.

While Uniti does not expect employees to be skilled at identifying potentially dangerous persons, we do expect employees to inform their immediate supervisor or the Human Resources Department if any employee exhibits behavior that could be a sign of potential danger. Such behavior includes discussing or possessing weapons at work, displaying overt signs of hostility or anger; making threatening remarks or jokes, sudden deterioration of performance, or displaying irrational or inappropriate behavior.

Names of employees who have been targets or at risk for becoming targets of violence will be provided to Corporate Security and/or local law enforcement authorities to determine what emergency measures are required in the event of a situation.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. A threat consists of words or actions that either create the perception that there is intent to harm persons or property or that actually bring about harm. Any employee determined to have committed such acts will be subject to criminal prosecution and corrective action up to and including termination. Non-employees who engage in threats or violent acts on Uniti's premises will be reported to the proper authorities and prosecuted to the full extent that the law allows.

AMERICANS WITH DISABILITIES ACT POLICY

It is Uniti policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and

privileges of employment. It is the policy of Uniti to comply with all federal, state, and local laws concerning the employment of persons with disabilities.

REASONABLE ACCOMMODATION PROCEDURES

Subject to the terms of this policy, Uniti will make reasonable efforts to accommodate employees who are unable to perform an essential function of their job due to a physical or mental impairment that substantially limits a major life activity. Permanent and temporary disabilities, included pregnancy related impairments, are covered under this policy. Any accommodation that would impose an undue hardship on Uniti, or result in the promotion of an employee, is not considered reasonable under this policy.

Employees and applicants may request a reasonable accommodation at any time, orally or in writing. A request for an accommodation can also be made by an employee representative (e.g. family member).

For questions or concerns regarding ADA, requests for reasonable accommodation, or related matters, please contact your local Human Resources Business Partner (HRBP) or the HR Solutions Center at 1-855-411-MYHR (6947) or via email at HR@uniti.com.

IMMIGRATION REFORM & CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, the Company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

DRUG & ALCOHOL POLICY

Uniti seeks to establish and maintain a work environment that is free from the effects of alcohol and improper drug use. "Improper drug use" includes the use of (i) any drug or substance that is illegal under federal, state, or local laws, (ii) any drug not prescribed by a licensed physician for the current treatment of the employee, or (iii) any legal drug or substance (including prescription drugs, marijuana or alcohol) in quantities or any other manner that would or would be likely to adversely affect the safety of the employee or others, or the employee's ability to report to work on time and in a mental and physical condition conducive to the competent performance of their duties. Any improper drug use by an employee, whether off the job or on-the-job, can adversely affect the workplace and our ability to accomplish our goal of a work environment free of improper drug use.

Employees must, as a condition of employment, abide by the terms of this policy. Violations of this policy will result in corrective action up to and including termination and may have legal consequences. Uniti maintains the right to conduct searches on Uniti property of employee property (i.e. lunch boxes, lockers, toolboxes, purses, automobiles) to ascertain a violation of this policy.

Employees working in or applying for positions designated as "safety sensitive" may be subject to additional requirements under this Policy. "Safety sensitive position" is defined as any position involving a safety sensitive function pursuant to federal regulations governing drug and alcohol testing adopted by the United States Department of Transportation or any other rules, guidelines, or regulations adopted by any other federal or state agency. "Safety sensitive position" also means any other position designated by Uniti in which a person performing the position while under the influence of drugs or alcohol may

constitute a threat to health or safety, including without limitation a position that requires:

- a. operating a motor vehicle (company or personal), aircraft, or other machinery or heavy equipment as part of the job duties; or
- b. monitoring critical networks in which a lapse in attention or error in judgement could result in the failure of public emergency communications systems.

DRUG/ALCOHOL GUIDELINES:

Violations of Uniti's Drug & Alcohol Policy include the following:

1. The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of an illegal drug or substance on Uniti premises, during working hours (including breaks), or while conducting Uniti business whether at customer or prospective locations or otherwise off Uniti premises.
2. The legal use, possession, distribution, manufacture, sale or being under the influence of prescribed or over-the-counter drugs in the workplace or during working hours unless (a) such drugs do not impair an employee's ability to perform the essential functions of the job in a safe manner; and (b) prescribed drugs are kept in their original container which must identify the drug, dosage, prescription date and prescribing physician. Whenever employees are taking prescribed or over-the-counter drugs which may adversely affect the employee's ability to perform their duties safely, the employee must notify Human Resources of the drug (and its side effects).
3. The use or consumption of alcohol on Uniti premises, including in Uniti vehicles, or during working hours (including breaks) if returning to work.
4. A confirmed positive test for drugs or alcohol.
5. Refusal to submit for testing as required by Uniti under this policy.
6. Tampering with or providing an altered or substituted test specimen for a drug or alcohol test under this policy.
7. Refusal to consent to a search as described in this Policy.
8. Conviction under any criminal drug statute. An employee must notify HR no later than five (5) days after such conviction.
9. Improper drug (including alcohol) use while off the job if the employee reports to work in a mental or physical condition not conducive to the competent performance of their duties.

Additionally, if (in the judgment of Uniti) improper drug use or the result of that improper drug use is likely to undermine public confidence in Uniti, subject Uniti to public criticism, or interfere with the employee's ability to continue an efficient and productive relationship with other employees, Uniti customers, prospects, or others with whom Uniti employees typically deal, the employee will be subject to corrective action up to and including possible termination.

PRE-EMPLOYMENT DRUG TESTING

Where permitted by law, applicants for employment may be required to undergo a pre-employment drug test. A confirmed positive test result, or the refusal to provide a testing sample at the appointed time, or the refusal to sign the Consent Form at the time it is presented, will result in the Company's withdrawal of its conditional job offer and its refusal to hire the applicant. Applicants who refuse to complete the necessary paperwork and test, who alter or attempt to alter a sample, or who test positive on the drug screen will not be offered employment.

REASONABLE SUSPICION TESTING

Employees may be subject to reasonable suspicion testing based on objective and articulable facts and reasonable inferences drawn from those facts in light of experience, including but not limited to:

- An employee's appearance, behavior (such as an unsteady gait, slurred speech, or disorientation,



- etc.), speech or body odor;
- Observations made at work, such as direct observation of drug or alcohol use or possession, the physical symptoms of being impaired, or presence of a strong odor associated with that of a drug or alcohol;
 - Abnormal conduct or erratic behavior while at work, or a significant deterioration in work performance;
 - A report of prohibited drug or alcohol use, possession distribution or other prohibited behavior under this policy from a source deemed by the Company to be reliable and credible;
 - A report that the employee discussed or offered illegal drugs to a coworker, or otherwise discussed behavior that violates this policy;
 - Involvement in an accident that results in a fatality, serious injury, ambulance ride, or any vehicle being towed from the scene of the accident;
 - Subsequent to on-the-job injuries

Drug testing under this section will be applied in a neutral fashion, to foster a safe work environment, and only to identify drug/alcohol use in the recent past which resulted in an employee's impairment while on the job. Testing under this section will not be undertaken to retaliate against employees for reporting workplace injuries.

Information regarding testing procedures may be obtained from the third-party vendor who administers this program. This information includes the testing methods and collection procedures, the substances that may be tested (including the brand/common name and the chemical name) and the ability to explain test results in confidence. Employees may appeal the results of the test by contacting the HR department.

CRIMINAL CONVICTION POLICY

Uniti seeks to provide a safe and secure environment for employees and customers and to maintain its reputation and integrity as a telecommunications and critical infrastructure provider. As such, Uniti expects all employees to follow federal, state, and local laws during the course of their employment. To that end, any employee arrested for or convicted of a crime, other than a minor traffic offense, must report the arrest or conviction within three (3) business days to their manager or their Human Resources Representative. You can look up your Human Resource Representative in the forms section of your profile in Dayforce. Examples of minor traffic offenses include expired parking meter citations, failure to wear a seat belt, or speeding violations.

Disclosing an arrest or conviction under this Policy does not automatically impact an employee's employment with Uniti. Continued employment depends on a variety of factors, such as the nature, gravity and circumstances surrounding the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner, as well as any specific risks related to the employees' job functions. Arrests and/or convictions under this Policy are considered on a case-by-case basis and outcomes will vary based on job duties, the circumstances and nature of the offense at issue, and any applicable state laws.

Failing to disclose an arrest or conviction in the time and manner described in this Policy, or misrepresentation of the circumstances of the arrest or conviction, is considered a violation of this Policy and may lead to corrective action, up to and including termination.

This policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees'

rights under the National Labor Relations Act. Employees have the right to engage in or refrain from activities protected by the National Labor Relations Act.

TOBACCO POLICY

Uniti provides employees with a safe working environment and promotes general health for all employees. Smoking is not permitted inside Uniti facilities or in Uniti vehicles. This includes pipes, cigars, e-cigarettes, vaping, and all other electronic smoking devices. Employees should use designated smoking areas where available. If a designated smoking area is not available, employees should observe state and local laws for maintaining the appropriate distance from the building

All employees share in the responsibility for adhering to and enforcing this policy, as well as for bringing it to the attention of visitors. Any conflicts should be shared with appropriate supervisory personnel. Human Resources should be consulted with questions and concerns

CONFIDENTIALITY

“Confidential Information” about the Company and its clients should not be discussed with anyone, even other employees, except when necessary in connection with work. Accidental or intentional disclosure of such Confidential Information to other persons could have very serious repercussions for the Company and/or its clients and therefore could be the basis for corrective action, including if appropriate, termination of employment.

For purposes of this confidentiality policy, “Confidential Information” means corporate records, lists, trade secrets, business processes, methods of pricing, financial conditions or results and information related to Uniti’s actual or anticipated business not generally available to or used by the public.

Nothing in Uniti’s confidentiality policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Uniti employees have the right to engage in or refrain from such activities.

DRESS, ATTIRE & GROOMING

Uniti has a casual dress policy. The attire includes business casual dress attire in addition to denim pants/jeans and clean tennis or running shoes. Jeans should be clean, pressed and hole-free. Torn, dirty or frayed clothing is unacceptable. Clothes should fit and be neither too loose nor too tight and well maintained. Undergarments should not be visible and extremely short skirts should not be worn. Please remember that in some work locations we share campuses with other organizations, and clients and vendors of Uniti also may be in our buildings throughout the day. In short, each employee's appearance (clothing, accessories, hair, makeup, etc.) should not distract from or interfere with our work and image in the communities we serve. Overall good judgment, modesty and professionalism should prevail when working in Uniti campus areas, or representing the company in your community.

This dress policy is designed to provide each employee with guidelines for appropriate dress in both the physical and places. Employees working remotely are expected to maintain a professional appearance on camera as they would in an office setting, and to follow the guidelines set forth in Uniti’s [Video Conferencing Best Practices Guide](#).

Each business group will establish dress policies appropriate for their business environment in their locations. Stricter guidelines apply for customer facing employees. These employees should dress in business appropriate attire and should contact their manager to discuss any concerns about appropriate dress.

Supervisors and managers should use this policy to communicate dress expectations to employees. Uniti

recognizes appropriate dress may vary based on the business needs of each department. Supervisors who need assistance with interpreting the dress policy of the Company should contact their Human Resources Business Partner.

TRADITIONAL BUSINESS DRESS

Certain meetings and particular interactions with guests, customers or community representatives may require that employees wear traditional business attire. In such cases, management should inform participants of the dress requirement.

FOOTWEAR POLICY

Employees must wear footwear that is considered appropriate for assigned job tasks. Sandals, tennis shoes, jogging shoes, and other soft footwear may not be considered appropriate outside of an office setting and shall not be worn in work areas where foot hazards exist. Supervisors are responsible for ensuring appropriate footwear is worn where there is potential for exposure to hazardous conditions.

CUSTOMER SUPPORT GUIDELINES

Customer service and support is essential to our business success. Uniti employees are expected to fully comply with customer expectations. This includes, but is not limited to, the following:

1. Customer onsite dress code requirements
2. Customer onsite regulations - *Example*: compliance with posted speed limits, parking restrictions, check-in procedures, etc.
3. Onsite electronic communications restrictions - *Example*: cell phone use
4. Identification and testing requirements - Some customers, such as federal, state, and local governments and government contractors, often have additional background requirements for access to their facilities and/or classified information. These are considered reasonable and within the scope of employment.
 - a. Non-invasive identification/procedures: *Examples*: fingerprint scan, retina scan, presentation of government-issued identification (such as driver's licenses or passports), facial recognition, background checks, presentation of birth certificates, providing personal identifying information, such as SSN, etc.
 - b. Invasive identification/procedures: *Examples*: blood testing, urinalysis testing, hair follicle collection, vaccinations, etc. In the event that a customer requires an invasive procedure to the physical body, an employee may request an accommodation. Accommodation requests should be submitted to the employee's manager prior to initiating service support to the customer. Accommodation requests will be reviewed on a case-by-case basis.
5. Training - *Example*: customer mandated training for personnel servicing the customer account.

For questions or assistance with customer requests, employees and managers should contact the HR Solutions Center at 855-411-MYHR (6947) and select option #8.

Because Uniti strives to provide first-class service to its customers, all employees are expected to comply with the above guidelines. Employees that do not comply with these guidelines may be subject to discipline, including and up to termination.

EMPLOYEE & LABOR RELATIONS PHILOSOPHY

We are committed to providing the best possible environment for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable

and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

The Company has an open-door policy whereby any employee can speak to any executive, manager, or supervisor on any matter. Employees are encouraged to raise concerns and questions they may have with any level of management. Whenever possible you should try to resolve problems at work with your immediate supervisor. If for any reason you are not comfortable going to your immediate supervisor, are unsatisfied with your immediate supervisor's response, or your immediate supervisor is not available, then you may take your problem to the next higher level of supervision. At any time, you may also raise concerns or questions with the Human Resources department or an officer of the Company.

Concerns will be investigated promptly and discretely. Complaints will be kept confidential to the greatest extent possible subject to the Company's need to conduct an adequate investigation.

EMPLOYEE RECORDS

The corporate Human Resources Information Systems Department (HRIS) in Little Rock maintains the official personnel records for all employees. All official physical documents should be forwarded to corporate HRIS. Each employee should also report promptly any personal information changes, such as employee address, telephone number changes, etc., using employee self-service options in Dayforce. Employee records are confidential business records and the property of Uniti. Although no documents may be removed from the file, an active employee may review their file by completing a written request and submitting it through their supervisor or a Human Resources Business Partner (HRBP) to corporate HRIS in Little Rock.

After receiving this request, HRIS will contact the supervisor or Human Resources Business Partner (HRBP) to make arrangements for the employee to review their file (or a copy of the file, if the employee is located outside of Little Rock).

Requests for review of files by terminated employees should be directed to Corporate Employee Relations in Little Rock. Except where required by law or subpoena, neither terminated employees nor third parties will be provided copies of employee files.

EMPLOYEE SOLICITATIONS

Persons who are not employed by Uniti are not permitted to solicit or distribute material on Company property at any time.

Employees are not permitted to solicit during working time or in such a way as to interfere with the work of other employees, with the exception of a pre-approved, Company-sponsored activity such as the United Way campaign. Uniti, not the employees, will determine the civic and charitable activities to be sponsored. Employees are not permitted to solicit for the sale of such things as candy, cookies, cosmetics, etc. on company premises. Furthermore, no distribution of literature of any kind, including circulars, catalogs, or fliers, is permitted in any working area at any time.

Uniti's policy regarding solicitation is designed to protect the Company and its employees. It is not intended to discourage participation in the many worthwhile and constructive civil and charitable activities in which our employees are involved. However, to be sensitive to the wide range of employee interests and opinions, Uniti must have an impartial policy that does not permit solicitation or distribution to promote private and personal projects.

- **Bulletin Boards:** Business units and headquarters locations should maintain bulletin boards for the

purpose of communication of certain information from the Company to the employees and to post notices required by law. In addition, an employee bulletin board may also be maintained. No employee bulletin board may be used by individuals who are not employed by the Company to promote outside business, organization or vocational interests. All notices to be posted on the employee bulletin board must be pre-approved by business unit management or the Human Resources Department if it is a headquarters location.

- **Facilities Access:** All Uniti facilities are reserved for activities related to business. No activities outside the normal course of business may be conducted on the premises at any time without prior written approval.
- **Charitable Contributions:** Individual locations may feel it is appropriate to contribute to certain local charities or civic organizations. Approval for such contributions must be obtained from the area or business unit manager and funds for this purpose should be budgeted in advance.

EMPLOYMENT OF MINORS

Uniti complies with federal and state regulations governing the employment of minors. No person under the age of 18 may be employed without prior approval of Human Resources. Minor employees must provide a copy of a work permit or other documentation as required by law.

EMPLOYMENT OF FAMILY MEMBERS & WORKPLACE RELATIONSHIPS

Employment by Uniti

Uniti is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. Due to potential for perceived or actual conflicts which can be carried into the daily working relationship, Uniti will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. However, an immediate family member may not be hired if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member or b) create an actual conflict of interest or the appearance of a conflict of interest. Other than in exceptional circumstances where particular arrangements may be authorized by Human Resources and approved by the Compliance Committee, you should never be in a position to influence the employment conditions (e.g., work assignment, compensation, etc.) or performance assessment of a family member who is a Uniti employee, contractor or agent.

These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household. Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest. Employees entering into a situation that meets these descriptions must notify HR in a timely manner; no later than 14 days after the occurrence in most circumstances.

Should one of the above situations occur, Uniti will attempt to find a suitable position within the Company to which one of the affected employees may transfer which may include transfer to a different supervisor and/or department. If accommodations of this nature are not feasible, Uniti legal will provide consultation on the situation. Failure to adhere to this policy is grounds for discipline, up to and including termination.

Due to the wide range of laws and regulations that govern the hiring of former government employees, you may not enter into employment discussions with current or former government employees or their

immediate family about employment with Uniti (as either an employee or consultant) without the approval of Human Resources. You should never have employment discussions with government employees involved in a pending procurement in which Uniti is participating.

Employment by Uniti Supplier or Competitor

In some instances, it may also be a conflict of interest if a member of your immediate family is employed by a supplier, contractor or competitor of Uniti. Some states prohibit Uniti from entering into a contract with a state agency when an employee of Uniti is an immediate family member of an employee of that state agency, and some states prohibit a state employee that is an immediate family member of a Uniti employee from participating in the making of the contract with Uniti. You must contact your Human Resources representative or one of the other channels Uniti makes available to you if this occurs.

Workplace Relationships

Uniti is aware that personal relationships may develop between employees. The same concerns of perceived or actual conflicts of interest when relatives are employed by Uniti may also apply to employees involved in romantic relationships.

Although such relationships are typically a personal matter, Uniti will not tolerate any adverse effect or any perceived or actual conflicts of interest that such relationships may present in the workplace. If the relationship is established after employment commences, it is Uniti's policy that the related individuals cannot work in positions that have financial dependencies upon or influence over one another, or in positions in which conflicts of interest could arise, or when the career of one could influence the other. For example, an employee may not work in a position in which he/she could supervise (directly or indirectly), assign, check, process, review, or otherwise affect the work of the other employee. In addition, an employee cannot hold a position in which he/she might be part of discussions or decisions about the other's performance, pay or advancement.

Employee Responsibilities:

- Should an employee become involved in a relationship that could cause a conflict of interest or be disruptive to the workplace, it is the responsibility of the employee to notify his or her supervisor and Human Resources or the Chief Compliance Officer in a timely manner; no later than 14 days in most circumstances.
- Employees who are managers are required to disclose to their supervisors and Human Resources any romantic relationships they have with other Uniti employees, contractors, or affiliates, regardless of whether they believe there will be a conflict of interest or disruption.

All matters will be treated confidentially, and appropriate action will be taken to resolve the matter. Uniti wishes to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and employee morale and dissension issues that could potentially result from a relationship between a supervisor and a subordinate employee. If a direct or indirect reporting or supervisory relationship exists between employees involved in a relationship, the supervisor must inform Human Resources of the relationship in accordance with notice requirements outlined in the employee handbook. Failure to adhere to this policy is grounds for discipline, up to and including termination.

BREASTFEEDING/LACTATION POLICY

Uniti supports breastfeeding mothers by accommodating our employees who want to express breast milk during the workday.

- An employee who is nursing will be provided reasonable break time to express breast milk for their nursing child when the employee needs to express milk for up to one year after the child's birth. This break time will be unpaid unless state law provides otherwise.

- An employee who is nursing will be provided with a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by them to express breast milk.

Uniti may request medical certification to support the stated intent of this policy. Employees should contact their Human Resources Business Partner (HRBP) with any questions, including questions about a private place for expressing milk.

FLEXIBLE WORK PROGRAMS

Overview

Striking a balance between busy work schedules and the demands of home and family life can be a difficult challenge for us all. In an effort to help our employees meet personal and family obligations, Uniti supports flexible work programs such as flex time and telecommuting.

As flexible work programs are considered for implementation, managers must ensure that our ability to meet critical objectives is not diminished. Uniti reserves the right, at any time, to modify, rescind or supplement part or all of the flexible work arrangement.

Many of our work groups are direct customer support areas that must be available in accordance with our customers' needs and some work groups already have a 24 x 7 coverage and variable workweeks. As a result of our varying work environments, the design of flexible work programs will be at each manager's discretion. Managers should receive approval for the programs they implement from the Vice President of their area to verify business needs will continue to be met.

Participating employees must continue to exhibit cooperation in and commitment to maintaining optimum support and service levels; any employee may lose eligibility for any Flexible Work Program if the employee's performance falls below the expected level of performance.

FLEX TIME

Flex time is available to all full-time hourly non-exempt and salaried employees, excluding some management personnel and employees in certain other jobs where daily contribution and availability are critical to the success of our business. To ensure appropriate staffing levels are maintained work schedules must have prior management approval. The following guidelines have been provided for your use in developing flex time within the organization.

GUIDELINES

Managers have the discretion to design and implement flexible work schedules that are most effective for their individual work groups given their business requirements. To ensure managers are consistent, where necessary in the administration of flex time, they should follow these guidelines:

- Uniti does not have a compensatory time policy. If further clarification is necessary, call Human Resources.
- In order to treat all employees fairly and equitably, managers should be consistent in their administration of flexible work programs.
- The program success should be based on maintaining overall service levels and meeting business objectives. Issues concerning employees not performing at acceptable levels or not meeting deadlines as a result of taking additional time off from work should be addressed through individual corrective action measures.
- Sick time and vacation time will be recorded as the amount of the scheduled workday missed (i.e., if following 9/80 plan, either eight or nine hours).

- Managers will have the discretion to waive flexible work time during weeks containing a holiday.
- Telecommuters are eligible to participate in flex time and should not be treated differently from other employees.
- Managers should require employees to work on their day off only in emergency situations.

Example - 9/80 Work Schedule

A "9/80" flexible work schedule allows the employees to work 80 hours each pay period while earning one day off every other week. Under this scenario, one possible work schedule might look like this:

WEEK ONE:		
Monday – Thursday	8:00 AM - 6:00 PM (includes 1-hour lunch)	= 36 hours
Friday	8:00 AM - 5:00 PM (includes 1-hour lunch)	= 08 hours
Total Hours worked		= 44 hours
WEEK TWO		
Monday – Thursday	8:00 AM - 6:00 PM (includes 1-hour lunch)	= 36 hours
Friday	DAY OFF	
Total Hours worked		= 36 hours

The particular day an employee has off may vary and can fall on any day of the workweek. To avoid having an entire department "closed" on any given day, work schedules should be administered and monitored carefully.

OVERTIME

Non-exempt employees must be paid overtime for hours worked over 40 in one workweek. In the above 9/80 flexible work schedule example, employees work 44 hours the first week and 36 hours the second week. During the first week non-exempt employees receive regular pay of 40 hours and overtime pay (1.5 times regular pay) for 4 hours work, totaling 46 hours pay.

If an employee is on a flexible work schedule that extends their workday beyond 8 hours a day, their regularly scheduled hours will change. Therefore, overtime will be paid for those hours worked in excess of 40 hours in a scheduled work week.

TELECOMMUTING & EMPLOYEE WORK LOCATION

Uniti considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It in no way changes the employment-at-will status or other terms and conditions of employment with Uniti.

Uniti reserves the right, at any time, to modify, rescind or supplement part or all of the telecommuting policy. The availability of telecommuting as a flexible work arrangement can be discontinued at any time at Uniti's discretion. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, childcare and other issues that may arise from such a change. There may be instances, however, where no notice is possible.

Equipment and Supplies

- Equipment supplied by the organization will be maintained by the organization and is to be used for business purposes only in accordance with Uniti policies. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Uniti accepts no responsibility for damage or repairs to employee-owned equipment. Uniti will not replace or pay for

equipment or other property owned by employees even if damaged, lost, or stolen during the performance of their job.

- Upon termination of employment all company property must be returned to the company.
- Uniti will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Any such expenses will be the sole responsibility of the employee.
- Employees are expected and required to have all necessary utilities and services in place and working at their home worksite prior to working remotely. Uniti will not be responsible for reimbursement, or any costs associated with utilities and other services needed to perform job duties, such as wi-fi, internet, and line telephone, cellphone, electricity, etc., unless required by state law. Failure to have access to necessary utilities and services may result in termination of the telecommuting arrangement.
- Uniti will provide a laptop. Any other equipment requests must be submitted via the WINHELP and will require VP approval.
- After equipment has been delivered, a designated representative of Uniti may visit the employee's home worksite with prior notice to inspect for possible work hazards and suggest modifications. Repeat inspections may occur on an as-needed basis.
- Uniti will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of their job responsibilities. The organization will also reimburse the employee for all other business-related expenses (except those expressly excluded herein) such as shipping costs that are reasonably incurred in accordance with job responsibilities and approved by the employee's manager in advance of incurring an expense.

Employee Responsibilities

- The employee is responsible for maintaining the confidentiality of all Uniti related data as required by the Information Security Policy, Working with Integrity policy, and Employee Agreement on Non-Disclosure, and Non-Solicitation document, and all other Uniti policies and/or agreements.
- Consistent with the organization's expectations of information asset security of employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, shredding confidential and customer information, and any other steps appropriate for the job and the environment.
- The employee will establish an appropriate work environment within their home for work purposes and must certify their home office work-space is ergonomically conducive. Refer to "Preparing to Work from Home" for a short video on getting started with remote work. The employee agrees to be accessible by phone and/or e-mail and must respond within a reasonable time during the agreed upon work schedule.
- The employee's virtual presence will align with Uniti's [Video Conferencing Best Practices](#). This includes wearing work-appropriate attire during business hours, adhering to Uniti's dress policy while on camera, and maintaining a background free of distractions.
- Requests to use paid time off or other time away from work must be approved by the employee's manager in accordance with Uniti's normal policies.
- In the event of a power or internet provider outage, or other technical issues in the virtual work location that prevents the employee from completing assigned work, the employee must notify their manager immediately for further instruction. Employees may be required to report to an office location or utilize paid time off if unable to report to an office location within the required timeframe.
- The employee agrees to attend all mandatory corporate and business unit meetings, corporate sponsored functions, staff meetings and any other meetings or events that the manager deems necessary for the employee to attend in person.
- Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to follow Uniti's Non-Exempt Employee Electronic Communication Policy. Telecommuting employees will be held to a higher standard of compliance than office-based employees

due to the nature of the work arrangement. Hours worked more than those specified per day and per work week, in accordance with state and federal requirements may require the advance approval of the supervisor. Failure to comply with this requirement or other Uniti payroll policies may result in the immediate cessation of the telecommuting arrangement.

- The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency appropriate for the job duties and the individuals involved.
- Telecommuters who work at home should manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities. Remote work from home is not a substitute for care of dependents or others requiring care during working hours.

Hybrid Work Arrangements

- Employees who reside in close proximity to a Uniti work location may be expected to report to a physical location and work from the office one or more days per week. Hybrid work schedules will be established by employees' direct managers and/or senior leaders. Designated in-office workday(s) are aimed at facilitating team collaboration, face-to-face meetings, and other activities that benefit from in-person interaction. While the designated in-office days are important for team cohesion, Uniti understands that exceptional circumstances may arise on occasion preventing an employee from reporting to a physical office on a designated in-office workday. Employees should communicate with their managers if they need to periodically adjust their schedules.
- On non-designated in-office days, employees working a hybrid work schedule will continue to have the option to work remotely. This allows for continued flexibility.

EMPLOYEE WORK LOCATION

Employees are required to maintain an updated record of their physical work location in Dayforce. Telecommuting employees who intend to change their physical work location must notify their manager or Human Resources. The new physical work location must be updated in Dayforce within 30 days of relocation.

Employees are only authorized to telecommute from physical work locations within the United States. Employees may not work for Uniti from the U.S. territories, or any other country, for extended periods of time (30 days or less is generally acceptable) and only on a temporary basis, such as while traveling for personal or business. Employees who perform work for Uniti from an unauthorized location for an extended period of time (like permanently relocating) may be subject to corrective action, up to and including termination.

NON-EXEMPT EMPLOYEE ELECTRONIC COMMUNICATIONS

Uniti employees perform job duties using a variety of electronic communications depending on the nature of their work and responsibilities involved. As with other occurrences of non-regularly scheduled work, all time spent by non-exempt employees utilizing electronic communications—such as text messages, instant messages (chats), e-mails and phone calls—for work purposes will be considered hours worked. These hours are compensable, and will count toward overtime eligibility, as required by law.

Employees must obtain approval from their leader prior to engaging in overtime work. Electronic communications should not be used by non-exempt employees outside of regularly scheduled unless required and approved by the employee's leader. This includes all types of work-related communication. Specifically:

- Non-exempt employees should not check for, read, send, or respond to work-related e-mails outside of their normal work schedule, unless specifically authorized based on their job duties or unless they have been directed by their leaders to do so.
- If non-exempt employees are authorized by leadership to check for, read, send or respond to

work-related e-mails, text messages or calls outside of their normal work schedule, they must follow Uniti's payroll practices and time reporting policies, which include reporting time weekly.

- Non-exempt employees who use electronic communications for work-related correspondence outside of their regular work schedule without prior authorization may be subject to corrective action.

If you have questions about this policy, please contact your Human Resources Business Partner (HRBP).

WORKING WITH INTEGRITY PROGRAM

The [Working with Integrity guidelines](#) provide a basic road map to assist you in identifying activities and behaviors that are appropriate in important areas of business conduct. These guidelines cover a wide range of business practices and provides guidance to enable and encourage the reporting of any conduct that appears to raise ethical or legal concerns, including conduct in connection with the Company's accounting, internal accounting controls, financial reporting or other auditing matters (collectively, "Accounting Matters") or conduct that violates federal securities laws ("Securities Law Violations") or any other unlawful or unethical behavior. Uniti expects you to comply with these Working with Integrity guidelines and use good judgment in applying them to your conduct.

DISCIPLINARY ACTION FOR VIOLATING WORKING WITH INTEGRITY GUIDELINES

Compliance with applicable laws and these guidelines will be strictly enforced. If you fail to comply with them, you will be subject to corrective action, up to and including termination of employment. When it is clear how to apply the law or the Working with Integrity policy, there is zero tolerance for violations. In more difficult situations that involve hard judgments between competing values, it is expected that you will involve others to help make good decisions. The following are examples of conduct that violate these guidelines and may result in discipline (up to and including termination):

- Any action that violates a Company policy or applicable law
- Any request of another employee or third party to violate a Company policy or applicable law.
- Failure to report in a timely manner a known or suspected ethics violation (including, but not limited to, concerns regarding Accounting Matters or Securities Law Violations).
- Failure to cooperate in an investigation of a suspected ethics violation.
- Retaliation against an employee for reporting an ethics violation.

In some cases, Uniti may have a legal or other obligation, or may otherwise determine that it should report the results of an investigation to appropriate law enforcement authorities.

CODE OF BUSINESS ETHICS AND CONDUCT IN GOVERNMENTAL CONTRACTING

All Uniti employees who are working in association with procuring and implementing contracts for and with government entities, including the United States Government, have a duty to follow certain federal requirements and state ethical standards.

The Company's Code of Business Ethics and Conduct in Governmental Contracting (the "Code") is modeled on these requirements and standards and should be followed in employee dealings with all government entities, whether local, state, or federal. These standards also apply to dealings with quasi- government entities (for example, a regional transportation authority or the United States Postal Service), as well as Indian tribes and tribal organizations (as those terms are defined in 25 U.S.C. § 450b). This information is part of a Company on-line training module applicable to all employees involved in the procurement, performance, and administration of proposals to and contracts with local, state, and federal government entities. As part of the training employees are required to certify that they have read and agree to comply with the terms of the Code.

INSIDER TRADING

Officers, directors or employees may learn information about Uniti, or other publicly traded companies, that is not generally known to the public and that could affect a person's decision to buy, sell, or hold that company's stock. Uniti imposes specific insider trading compliance procedures on its board members and certain senior persons to prevent such individuals from violating the insider trading policy described in the inside information section of [Working with Integrity](#). These procedures also are designed to prevent the covered individuals from violating, or causing Uniti to violate, certain securities laws applicable to such individuals or the Company. For more information, please refer to the Company's [Insider Trading Policy](#). If you have any questions, please consult the Legal department.

BIBES, CORRUPTION, KICKBACKS, FACILITATION PAYMENTS & OTHER IMPROPER PAYMENTS

Bribes, kickbacks, payoffs and similar payments are unethical and illegal. Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision. A bribe refers to any inducement, reward, or object or item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage. The Company has a zero-tolerance policy towards bribery and corruption, and acknowledges its affirmative duty to educate its employees on identifying unlawful and corrupt behavior. For additional information, refer to the [Working with Integrity Guidelines](#).

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times. The Company expects every employee to adhere to the highest standards of job performance, personal conduct, and ethical behavior. This includes involvement with Company personnel and outside business contacts, including an employee's behavior at Company sponsored events. If an employee's behavior interferes with the orderly and efficient operation of business, corrective disciplinary actions will be taken.

To maintain proper standards of conduct, the Company requires that its employees will:

- Adhere to the Company's policies or safety rules including, but not limited to, the Employee Handbook, Grant of Authority, Working with Integrity, Company-specific guidelines, and any document attached as an Appendix to the Employee Handbook.
- Work to achieve a workplace free of discrimination and harassment and to promptly report concerns until resolved.
- Work safely and report promptly any safety concerns to their supervisor or the Human Resources department.
- Maintain the confidentiality of Company information, as defined in Working with Integrity policy, and Employee Agreement on Non-Disclosure, and Non-Solicitation document, and all other Uniti policies and/or agreements, and not use such information for personal gain.
- Not possess or tolerate the presence of firearms or other weapons in the Company's workplaces, except where permitted by applicable state law.
- Maintain a drug-free workplace including the illegal possession, use, or sale of alcohol or controlled substances on work premises or during work hours. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
- Respect fellow employees of the Company, our customers and vendors.
- Be truthful in all communications, including all information provided to the Company during the interview and hiring process and during employment.
- Protect Company property as well as the property of fellow employees and others against theft or damage and not use or possess the property of the Company or others inappropriately.
- Use good judgement, communicate and perform their duties in a courteous, helpful, competent, dependable and businesslike manner.
- Refrain from acting in ways that reflect negatively on the Company or themselves.

- Not participate in fights or threatening action.
- Refrain from inappropriate physical contact.
- Maintain a professional appearance while on duty or while representing the Company to the public.
- Fully cooperate in all Company investigations.
- Avoid conflicts of interest or the appearance of such conflicts.
- Avoid performing outside work or use of Company property, equipment, or facilities in connection with outside work while on Company time.
- Adhere to attendance rules.
- Maintain proper work performance.
- Comply with applicable local, state and federal laws.

This is not an all-inclusive list. The Company may impose disciplinary action up to and including termination of employment on any employee that fails to comply with any its policies, procedures or the Standards of Conduct, whether such are set forth in this Handbook or elsewhere and whether or not such consequence is specifically contained within such policy.

OPEN DOOR POLICY

Uniti has an open-door policy to provide a channel for employees to discuss work-related concerns with any member of their management team or Human Resources without fear of retaliation. When an issue arises, an employee should:

- Speak with their immediate supervisor.
- Allow the supervisor time to consider and then communicate a solution.
- Take the concern to the next level of management if the issue remains unresolved or if the employee is uncomfortable speaking initially with their immediate supervisor about the issue.
- Contact their Human Resources department if the problem persists or the resolution is not satisfactory. Human Resources will evaluate the next step to be taken in the open-door process. Possible steps to be taken include intervention, escalation or conclusion of the open door.

Employees play an important role in providing feedback to management on how the company can improve its procedures and working conditions. You are encouraged to present suggestions for improvement so that management and Human Resources may give them consideration for adoption where feasible.

The open-door policy does not replace the reporting procedures for reporting harassment, discrimination or violation of Working with Integrity.

CORRECTIVE ACTION

Uniti recognizes that productivity is based on establishing specific and attainable standards of performance for employees. Supervisors and managers are charged with communicating performance expectations to employees and should give regular feedback to employees regarding their performance. Employees who are not sure about their manager's expectations should seek clarification from their manager as well as communicate their needs for training and development.

When the performance or behavior of an employee does not meet those expectations, corrective action may be necessary. In most situations, the corrective action process may be in the form of a performance improvement plan and is designed to notify employees about problems and provide them with a constructive opportunity to improve their behavior and/or their job performance. The type of corrective action used may vary depending on the situation. It is critical that Human Resources be consulted immediately when employees are engaged in behavior that may be considered misconduct and/or a violation of rules. The following list includes, but is not limited to, examples of misconduct and/or violation of rules that may warrant immediate termination:

- Theft
- Falsification of Documents and/or facts
- Abuse, misuse, or unauthorized use of Company assets
- Harassment
- Violations of the Working with Integrity policy
- Actions that may be perceived as a conflict of interest or give the appearance of impropriety (e. g. personal relationship between supervisors/managers and employees who report to them)
- Sleeping on the job
- Inaccurate record keeping
- Refusal to follow a reasonable work directive
- Violation of the Violence Free Workplace policy
- Failure to comply with Uniti's EEO standards
- Violation of the Drug & Alcohol policy
- Hoaxes that result in perceived threats to safety and security
- Inappropriate relationship with a subordinate
- Insubordination
- Violation of the Harassment Prevention and Non-Discrimination in the Workplace Policy
- Unreported job absence(s)

When employment is terminated due to misconduct, the employee's record is marked as ineligible for rehire and remaining vacation benefits are forfeited for pay purposes except where provided for by State law.

In view of our constantly changing business environment, Uniti reserves the right to modify this corrective action/discipline guide to address individual situations on a case-by-case basis. Accordingly, this information should be read as a general guide, and not as an employment contract or other form of legal contract. Employment at Uniti is "at will" which means employees are free to resign at any time for any reason, just as the Company is free to end the employment relationship at any time, and for any reason, with or without prior notice.

Nothing in this handbook or this policy is intended to create a contract binding the employee or Uniti to an agreement of employment for a specific period of time. No representative of the Company other than the CEO, has the authority to enter into any employment agreement, or to make any agreement contrary to the provisions of this Handbook or other policies and practices of the Company.

Nothing in this corrective action/discipline policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. employees have the right to engage in or refrain from such activities.

OUTSIDE ACTIVITIES

Any outside business interest, including other employment or business ownership, is not permitted if it:

- Competes with Uniti's business in any manner.
- Interferes with the timely and effective performance of your duties for Uniti. Such interference may include making or receiving phone calls, handling correspondence, or participating in meetings during regular business hours.

You should fully disclose outside activities including any self-employment or outside employment to Human Resources and receive advanced permission to maintain such employment if it may create a conflict of interest under these guidelines.

INTERACTIONS WITH EXTERNAL ORGANIZATIONS

Uniti, like most companies, is audited, reviewed, and investigated by various government, regulatory, and third-party agencies. A number of external organizations, such as consumer groups or labor unions, may contact the company regarding information requests. All media inquiries regarding the Company and its operations must be referred to an appropriate Spokesperson as defined in the Regulation FD Corporate Disclosure Policy and handled in accordance with the following guidelines for external requests:

Government Agencies

Employees should not respond on the Company's behalf to any request from a government agency. All written requests to the Company seeking a response on the Company's behalf from these agencies should be forwarded to the appropriate department manager.

In response to a verbal request seeking a response on the Company's behalf from these agencies, employees should be courteous to any agency representative and notify a manager who will then connect the agency representative with the appropriate contacts within the organization.

If any agency representative appears at a Company location requesting information on behalf of the Company, ask them to present proper identification and notify a supervisor.

Labor Unions

These guidelines should be followed when contacted in writing or in person by a representative of a labor union unless a certified union represents employees at the facility:

Managers should refuse to meet with labor union representatives.

Managers should instruct labor representatives that the responsibility for dealing with labor organizations is a centralized responsibility of Human Resources.

Managers are cautioned not to seek identification of union representatives or accept written petitions or cards from them. Such representatives should be instructed to contact the Human Resources Manager.

Miscellaneous Groups

Consumer group representatives or other organizations seeking information from the Company should be referred to Corporate Communications.

POLITICAL CONTRIBUTIONS & ACTIVITIES

Corporate Contributions

You may not make any contribution on behalf of Uniti, or use Uniti's name, funds, property, or services for the support of any political party or candidate, unless the contribution or activity is authorized in advance by the Compliance Committee. All lobbying activities and related expenditures must be pre-approved by Government Affairs.

Employee Political Participation

Uniti encourages employees to participate in the political process by voting or otherwise being involved in political activity. Political activities by companies and their employees are scrutinized by various government agencies. Violation of federal or state law regarding these activities may be subject to civil or criminal penalties.

To avoid any conflicts of interest or violation of law, the following guidelines should be followed by all Uniti employees:

- Any campaign work for a political candidate, or any political activity, must be done on the employee's own time and never at the expense of the company (such as the use of company phones, copiers, facilities, vehicles, supplies, human resources, etc.).
- No free use of company equipment will be granted to political candidates. This includes copy reproduction, postage, etc.
- No expense reports may be submitted that include employee contributions to a political candidate.
- No loans of company funds may be made for the benefit of a political candidate. This includes loans of property or facilities.
- Never create the impression that you are speaking or acting on behalf of Uniti when engaging in political activity or expressing political opinion.

Uniti maintains a political action committee (PAC) for the purpose of supporting political candidates and issues that support and advance Uniti's business interests. Participation in the PAC is voluntary.

Employees Running for Political Office and Serving as Public Officials

Employees may run for political office and serve as a public official if such activity does not conflict with or affect the employee's job performance with Uniti, and the employee at all times complies with all applicable laws, codes and regulations governing public officials (the "Laws"), and such public office and employment by Uniti is permissible by the Laws.

Employees must review and submit the Employees Running for Political Office and Serving as Public Officials form prior to running for office. For additional information on the required form, please reach out to your HRBP.

EMPLOYEE REFERRAL PROGRAM

Uniti values the talented individuals who contribute to our success and recognizes employees who support our growth by referring other qualified professionals.

Uniti will pay a \$500 bonus to any employee who refers an individual not already under consideration for employment, and who is subsequently hired as a result of that referral. The bonus is subject to applicable payroll taxes and will be paid after the referred new hire successfully completes six months of continuous employment with Uniti.

Eligibility: all regular full-time and part time Uniti employees are eligible to participate in the program unless specifically excluded by this policy.

Requirements: to qualify for the bonus, the following criteria must be met.

1. The employee must complete a referral bonus request form located in the Human Resources section of Ustream. Referrals must be submitted no later than 90 days after the candidate's start date to be considered eligible for the bonus.
2. The referred candidate must list the referring employee's name on their employment application.
3. Only one referral bonus will be paid per referred candidate. The bonus may be split among two or more employees if multiple referrals are submitted.
4. The referred candidate must be hired within 12 months of the referral submission date.
5. The referred candidate must be hired into a full-time, permanent position. Hires into temporary, part-time, intern, or contract roles do not qualify for a referral bonus.
6. The referring employee must be actively employed by Uniti at the time the bonus is processed. Payment will be made as soon as administratively possible after the referred employee completes six months of continuous employment.

Exclusions: the following exclusions apply to the Employee Referral Bonus Program.

- Employees at the Director level or above, as well as HR and Recruitment staff and Sales Leaders,

are not eligible to receive a referral bonus.

- Staff members with hiring or supervisory responsibility for the specific position are not eligible to receive a referral bonus.
- Individuals who were referred to Uniti through any external source within the past 12 months are not eligible for referral under this program.
- Referral bonuses will not be paid for former Uniti employees who are being rehired.

Company reserves the right to administer, interpret, modify, or cancel any or all elements of the program at any time with or without notice. Inquiries should be directed to the HR Solutions Center.

REALIZING EDUCATION ADVANCEMENT CERTIFICATION & HIGHER LEARNING (REACH) PROGRAM

Uniti encourages the educational growth and development of its employees by sponsoring the REACH program. REACH (Realizing Education Advancement Certification & Higher Learning) is a tuition reimbursement program that is offered to both permanent Full Time and Part Time employees. Employees are eligible to receive a maximum of \$5,250 per calendar year for tuition and fees associated with job-related or non-job-related courses that are part of a degree program utilized by Uniti. Vocational, professional certifications, undergraduate, and graduate courses are eligible. Employees must receive a grade of "C" or better to qualify for reimbursement.

EMPLOYEE LOANS

The Company does not offer loans to employees. Employees seeking loan assistance are encouraged to research options available to them through their 401(k) provider.

ATTENDANCE AND TIME AWAY FROM WORK

OVERVIEW

The following section deals with attendance and absenteeism as well as various absences due to jury and witness duty, inclement weather and death in the family. In addition, this section contains information relative to various leaves of absence, both with and without pay.

Note: Employees who are regularly scheduled to work less than 20 hours per workweek are not eligible for payment under Uniti's paid time off policies (e.g., vacation, holiday, bereavement, jury/witness duty, sick, Short-Term Disability).

ABSENCES

Uniti needs the help and skills of each employee every day that they are scheduled to work. When there is an absence or incidence of an employee being late, regardless of the reason, the Company's ability to serve its customers is negatively impacted. Regular attendance and punctuality are important job requirements, equally as important as other job performance expectations.

Some absences are unavoidable; however, Uniti does not have a pay provision for every absence considered justifiable. The employee's manager or supervisor is responsible for absence control and approval of pay under certain circumstances, when an employee is absent. Some groups have defined attendance policies. However, in other groups there is no standard definition for what constitutes "excessive absenteeism". Within each workgroup or market, the manager has the responsibility of determining the allowable limits of absenteeism and to communicate those limits to their employees. Each absence or leave request will be considered for approval on its individual merits. Management reserves the right to require documentation of the reasons for any absence.

Although Uniti provides the Sick Pay Program, employees should not view this as an entitlement to take paid time off if they are not incapacitated. Abuse or misuse of the Sick Pay Program may result in corrective

action, up to and including termination of employment.

ATTENDANCE RECORD KEEPING

Managers and Supervisors are responsible for recording and maintaining employee absence and tardiness records. All employees are responsible for entering exception hours by accessing Dayforce on a regular basis. Exception time includes sick, vacation, and optional holiday pay. This can be accomplished in Dayforce using the Time Away From Work functionality (best practice) or updating the employee's timesheet directly.

FAILURE TO REPORT AN ABSENCE

If an employee is absent and fails to notify their supervisor, or acting supervisor, for two consecutive days, the employee is presumed to have abandoned their job and therefore employment may be terminated.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Uniti will use a "rolling" 12-month period to determine FMLA eligibility. A "rolling" 12-month period is defined as the 12-months measured backward from the date an employee uses any FMLA leave.

Absences approved under the Family Medical Leave Act will be treated the same as other absences for the purpose of perfect attendance awards.

If the employee is absent **due to their own health condition**, compensation may be provided by the Sick Pay Program and/or Short-Term Disability Program (STD). If injured on the job, Workers' Compensation may apply as well. If compensation is not provided by either, the leave is unpaid. Prior to going unpaid, all paid time (sick days, vacation and optional holidays) must be exhausted as a means of compensation during the leave.

BASIC LEAVE ENTITLEMENT

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

****The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.***

BENEFITS AND PROTECTIONS

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work provided the employee maintains their portion of the premiums due. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

ELIGIBILITY REQUIREMENTS

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two 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. Other conditions may meet the definition of continuing treatment.

USE OF LEAVE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employers may choose or require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Prior to taking any unpaid leave, the employee must first exhaust all available paid time off, such as short-term disability, vacation and optional holidays.

EMPLOYEE RESPONSIBILITIES

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice within 2 calendar days (exceptions may be made in emergency circumstances) and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

PAID LEAVE

Leave Type	Years 1-2	Years 3-9	Years 10-24	Years 25+
Vacation Pay	10 days	15 days	20 days	25 days
Company Holidays	7 days	7 days	7 days	7 days
Optional Holidays*	5 days	5 days	5 days	5 days
Sick Leave	7 days	7 days	7 days	7 days
TOTAL:	29 days	34 days	39 days	44 days

**One additional Optional Holiday will be made available in January of the employee's 1st, 5th, 10th, 15th, 20th, 25th, 30th, and 35th service anniversaries.*

VACATION

Eligibility

All regular full-time employees and regular part-time employees (scheduled to work a minimum of 20 hours per week) are eligible for paid vacation based on their length of service. Certain employees may be excluded from this Policy, as designated by Uniti.

While vacation is available for use at the beginning of the calendar year, it is accrued each month using the following formula: annual hours of vacation eligible based on years of service \div 12 = vacation hours accrued per month.

ELIGIBILITY FOR NEW HIRES

See the New Hire section for information on vacation eligibility for new Uniti employees.

VACATION SCHEDULE FOR FULL-TIME EMPLOYEES (BASED ON TRADITIONAL WORK WEEK)

Number of Days	Availability
Two (2) Weeks or 10 Workdays	Available for use at the beginning of the calendar year following initial vacation (as defined in table on Page 37). An employee who has not reached the 3rd service anniversary cannot accrue more than two (2) weeks or 10 workdays of vacation.
Three (3) Weeks or 15 Workdays	Available for use at the beginning of the calendar year of the employee's 3rd service anniversary. An employee who has not reached the 10th service anniversary cannot accrue more than three (3) weeks or 15 workdays of vacation.
Four (4) Weeks or 20 Workdays	Available for use at the beginning of the calendar year of the employee's 10 th service anniversary. An employee who has not reached the 25th service anniversary cannot accrue more than four (4) weeks or 20 workdays of vacation.
Five (5) Weeks or 25 Workdays	Available for use at the beginning of the calendar year of the employee's 25 th service anniversary. An employee who has reached the 25th service anniversary cannot accrue more than five (5) weeks or 25 workdays of vacation.

VACATION SCHEDULE FOR PART-TIME EMPLOYEES

Regular part-time employees who are regularly scheduled to work at least 20 hours per week are eligible for paid vacation on a prorated basis. See formula and examples below.

Formula:

Reg. hrs. worked / 5 = Avg. hrs. scheduled X Eligible days vac. based on years' service = Total eligible hrs. of vac. or number of vac. days

Examples:

- **Part-time Employee #1:** 32 hrs. / 5 = 6.4 X 15 (3 wks.) = 96 vac. hrs. or 12 days
- **Part-time Employee #2:** 24 hrs. / 5 = 4.8 X 10 (2 wks.) = 48 vac. hrs. or 6 days

ELIGIBILITY REQUIREMENTS FOR REHIRED EMPLOYEES

Employees whose service has been bridged due to rehire will receive vacation on a prorated basis in their first calendar year of re-employment. This should be calculated as hours of vacation eligible (based on service date)/12=vacation hours per month x number of full months left in the year (does not include month of rehire). The pro-ration will be calculated based on the rehire date. Employees who are rehired in the same calendar year as termination of employment and who had been paid for all vacation time for that calendar

year will not be eligible for additional paid vacation time during that calendar year.

CHANGE OF STATUS

Employees who have changed from regular full-time to regular part-time or vice versa will be eligible for vacation on a pro-rated basis. The pro-ration will be calculated based on the effective date of the change of status.

VACATION SCHEDULING AND REPORTING

Vacation may be taken as the employee would like, but in no less than four (4) hour increments with the approval of the employee's manager or supervisor. Vacation will be scheduled on a first come, first serve basis as business need allows and must be approved by the employee's supervisor. Procedures for vacation scheduling may vary based on the business needs of each department.

VACATION PAY FOR ACTIVE EMPLOYEES

- Vacation pay is computed on an employee's base rate of pay (excluding any pay differentials) at the time the vacation is taken.
- Regular full-time or part-time commissioned sales employees receive vacation pay based on their current base rate of salary. Consistent with industry practice, commissions differential will not be paid for vacation time and there is no pro-ration of sales quota during this period.
- Employees may not receive pay-in-lieu of vacation.
- Vacation cannot be carried over into the next year unless state law requires otherwise. However, if due to business need, the Company requests the employee not take all of their vacation, the vacation must be taken in the first quarter of the next year unless state law requires otherwise. Vacation may only be carried over in whole hour increments and cannot exceed the remaining 40 hours. Employees in California, Colorado and Rhode Island cannot accrue additional vacation until the total vacation accrued is less than 1.5 times their annual eligibility amount in accordance with the Vacation Schedule for Full-time Employees listed above.
- When the Company requests that an approved vacation be changed, the employee is reimbursed by Uniti for the loss of tickets/deposits on transportation or vacation accommodations that are not refundable as a result of the change.
- Please note that prior to taking any unpaid leave, the employee must first exhaust all paid time off, such as vacation and optional holidays. See the Personal Leave of Absence section for details.

VACATION PAY FOR TERMINATING EMPLOYEES

Unless law requires otherwise, all accrued but unused vacation will be paid upon termination.

The amount of vacation owed an employee should be calculated as: $\text{hours of vacation eligible} / 12 = \text{vacation hours per month} \times \text{number of months worked in the year} - \text{all used vacation hours}$. When necessary, the total number of vacation hours due an employee should be rounded up to the next full hour.

For example: an employee with calendar year vacation eligibility of 2 weeks (or 80 hours) accrues: $80 / 12 = 6.6666$ hours per month. If the employee leaves in February, he will receive 14 hours of unused vacation pay (2×6.6666).

ELIGIBILITY FOR PAYMENT OF UNUSED VACATION:

- Employees who resign from Uniti and give two weeks' notice (ten days worked, not to include time off), or terminate from Uniti for reasons other than termination for job abandonment or misconduct, will receive pay for eligible unused vacation based upon a prorated calculation of their calendar year vacation eligibility. (Note: Misconduct is defined in the Corrective Action section.) Employees must work the first two weeks of the calendar year (or at least two weeks after returning from a leave of absence that extends into the beginning of the new year) in order to be

eligible for vacation payout unless state law requires otherwise.

- Employees who are leaving the Company due to retirement, a location closing, death or because of a reduction in work force will be paid total eligible unused vacation.
- Employees who leave Uniti voluntarily or involuntarily before their one-year anniversary (except for conditions defined in the prior bullet) will not receive pay for unused vacation unless state law requires otherwise. Employees who are rehired will have to complete a year of service before they are eligible for vacation pay-out.
- Employees who leave Uniti in the first quarter will receive payment of any unused vacation carried over from the previous calendar year, up to a maximum of 40 hours.

State Laws: Uniti will pay all vacation in accordance with state law.

SICK LEAVE PROGRAM

Uniti provides sick pay of up to 7 days (56 hours maximum) in a calendar year for absences due to the employee's own injury or illness and routine doctors' appointments and for the care or treatment of an ill family member unless state law requires otherwise. "Family member" is defined as an employee's spouse, child, or parent. Uniti may request a doctor's note for any absence; however, absences of more than 3 consecutive workdays automatically requires medical documentation for payment under the Sick Pay Program.

OTHER USES FOR SICK PAY

Uniti employees can use up to one (1) day of sick pay for personal "well-being." Employees may use this "well-being day" to complete preventive exams, meet with a financial planner, volunteer, or other activity to enhance their overall personal wellness. Employees may also use up to one (1) day of sick pay for the care or treatment of a pet or for bereavement of an employee's pet. Uniti may require documentation supporting use of sick pay for pet care or bereavement. Benefits for bargaining unit employees are outlined in their collective bargaining agreement.

Note New Mexico Employees-Uniti has adopted the New Mexico Department of Workforce Paid Sick Leave Policy, NMSA 50-17-12, Please refer Appendix E, attached hereto, for a copy of this policy.

ELIGIBILITY

- **Regular** (scheduled to work at least 30 hours/week) employees are eligible to receive Sick Pay.
- **Part-time** regular employees are eligible to receive Sick Pay on a pro-rated basis determined by their weekly work schedule.
- **New** employees should refer to the New Hire section for information on sick leave eligibility.
- **Rehires** with at least three months of prior service are eligible for sick pay on their first day of employment and is prorated per number of months left in the calendar year.

An employee on an approved leave of absence on January 1 will not be eligible for sick pay until they return to work for at least one day in the new calendar year. *This provision excludes those employees who are using Sick Pay hours in the elimination period towards an approved Short-Term Disability leave.*

MEDICAL DOCUMENTATION

Pursuant to the terms of applicable law, FMLA, ADA, etc., additional information may be required during the employee's absence, or Uniti may require the employee to submit to an examination at the Company's expense, by a company-selected physician, to determine whether the employee's condition meets the criteria for payment under Uniti policy. This option may be invoked by Uniti either to start or to continue payment.

OTHER UNITI PROGRAMS

Employees who are absent for an extended period of time may qualify for other salary continuation programs, such as Short-Term Disability or, subsequently, Long Term Disability. Please refer to individual program information to review eligibility.

ATTENDANCE

Uniti needs the help and skills of each employee every day that they are scheduled to work. When there is an absence, regardless of the reason, the Company's ability to serve its customers is negatively impacted. Regular attendance is an essential function of the job, equally as important as other job performance expectations. Although Uniti provides the Sick Pay Program, employees should not view this as an entitlement to take paid time off for reasons not permitted under this Policy, unless state or local law provides otherwise. Abuse or misuse of the Sick Pay Program may result in corrective action, up to and including termination of employment.

WORKERS' COMPENSATION

If a non-bargaining employee is receiving Workers' Compensation benefits, the workers' compensation benefit is supplemented to 100% of Uniti pay. The employee's Sick Pay allotment will not be reduced by payments made through the state's Workers' Compensation program.

OTHER DISABILITY PROGRAMS

If an employee is receiving disability benefits from another source (e.g. state disability, Social Security), the amount of disability pay is supplemented to 100% of Uniti pay by Sick Pay.

EXCLUSIONS FROM THE SICK PAY PROGRAM

The following conditions are excluded from payment under the Sick Pay Program:

- Injuries or illnesses intentionally self-inflicted.
- Injuries resulting from the commission of a felony.
- Injuries or illnesses resulting from acts of war.
- Disabilities resulting from alcohol or drug abuse, when not under the care of a physician or prescribed treatment program.

CARRY-OVER / PAYMENT UPON TERMINATION

Unused sick leave does not carry-over from year-to-year unless state law requires. Uniti does not payout unused, accrued sick leave upon termination of employment.

Note to New York Employees: New York employees will receive up to 20 hours of paid leave in a 52-week period to attend prenatal medical appointments and procedures in accordance with the New York Labor Laws. Please contact the Leave of Absence (LOA) office if you have any questions.

FOR ADDITIONAL INFORMATION ON LEAVES, CONTACT THE LEAVE OF ABSENCE (LOA) OFFICE AT CORP.LOA@UNITI.COM OR CONTACT YOUR HUMAN RESOURCES BUSINESS PARTNER.

COMPANY DESIGNATED HOLIDAYS

All regular full-time and part-time employees who are regularly scheduled to work 20 or more hours per week are entitled to seven (7) designated holidays each year. *The non-bargaining company-wide designated holidays are:*

HOLIDAY	WHEN CELEBRATED
New Year's Day	January 1 st

Martin Luther King Day	The Third Monday in January
Memorial Day	The Last Monday in May
Independence Day	July 4 th
Labor Day	The First Monday in September
Thanksgiving Day	The Fourth Thursday in November
Christmas Day	December 25 th

NOTE: *If the holiday falls on a Saturday, Uniti will observe the holiday on the previous Friday; if the holiday falls on a Sunday, the holiday will be observed on the following Monday.*

HOLIDAY PAY FOR COMPANY DESIGNATED HOLIDAYS

Regular full-time employees will be paid eight hours of base pay for the observance of the holiday. Non-exempt employees who are required to work on the holiday or who are not regularly scheduled to work on the holiday will receive the choice of holiday pay or they may defer the company holiday to a later date in lieu of holiday pay. Exempt employees who are required to work on the holiday will defer the company holiday in lieu of holiday pay. (Employees who are required to work on Thanksgiving and/or Christmas and who elect to defer the company holiday will be allowed to carry the deferred company holiday into the first quarter of the next year.) Employees whose regularly scheduled workday exceeds eight hours will have the choice of taking an entire day off and receive pay for eight hours or taking eight hours off and making up the remaining hours within the same workweek. For non-exempt employees, holiday pay or any hours worked on a company holiday will be used in the computation of overtime.

Employees **who are** scheduled to work on a company designated holiday and who are absent due to their own illness or injury will code their hours as Sick Pay and create a Pay Adjustment entry for 8 hours of Holiday-Canceled Day and will be ineligible to receive Holiday Pay.

Employees **who are not** scheduled to work on a company designated holiday who are ill or injured that day should not code hours for that day as Sick Pay.

Regular part-time employees will receive pro-rated holiday pay based on their scheduled average daily hours worked. For example, if an employee is scheduled to work three days at eight hours per day, this equals a 24-hour workweek. The employee is eligible for 4.8 hours of holiday pay (24 divided by a five-day workweek). When necessary, the time should be rounded up to the nearest quarter hour. Non-exempt employees who are required to work on the holiday or who are not regularly scheduled to work on the holiday will receive the choice of holiday pay or they may defer the company holiday to a later date in lieu of holiday pay. Exempt employees who are required to work on the holiday will defer the company holiday in lieu of holiday pay. (Employees who are required to work on Thanksgiving and/or Christmas and who elect to defer the company holiday will be allowed to carry the deferred company holiday into the first quarter of the next year.)

Non-exempt employees must work on the last scheduled workday before a holiday and on the first scheduled workday after a holiday to receive holiday pay, unless one of the following occurs:

- The employee schedules one or both days as a scheduled vacation day or optional holiday.
- The employee is absent one or both days due to their own illness or injury and are properly excused by a supervisor. The company reserves the right to require a doctor's note to document any absence.
- The employee is absent due to an approved leave of absence involving the scheduled workday and is eligible for payment under a company pay practice such as the Sick Pay Program or the Short-Term Disability Program (STD). The pay for that day is coded as Holiday Pay.

Employees on leave without pay will not be eligible for holiday pay if the company-observed holiday falls during their unpaid leave period unless otherwise required by state law.

PAY FOR EMPLOYEES REQUIRED TO WORK ON THE COMPANY DESIGNATED HOLIDAY

If non-exempt employees are required to work on the Company designated holiday, they will be paid for any hours actually worked on the holiday at a rate of one and one-half times their regular hourly rate (including any pay differentials). This is in addition to the holiday pay, or the deferred company holiday received in lieu of the designated day off. Please see Optional Holidays for more information.

OPTIONAL HOLIDAYS

Uniti recognizes that many employees desire time off to celebrate ethnic, cultural, religious or other significant observances that do not fall under Uniti's standard company holiday offering. For this reason, Uniti provides employees with five Optional Holidays each year in January that may be used at the discretion of the employee. New Hires should consult the New Hire section for information on optional holiday eligibility for the first year of service. Please note that prior to taking any unpaid leave, the employee must first exhaust all paid time off, such as vacation and optional holidays.

Additional optional holidays are also provided as service milestone awards. One additional optional holiday (8 hours of pay) is granted at the beginning of the year (January) when an employee is scheduled to reach a service milestone. This optional holiday pay is given one time during the year of a service milestone. This additional optional holiday to recognize a service milestone is only available to be taken during the year of the service milestone. The following year (i.e. year 2-4, year 6-9, etc.) the number of optional holidays returns to 5 - the standard number of optional holidays designated by the policy.

Service Award Milestones

- 1 year of service
- Each interval of 5 years of service (5 years, 10 years, 15 years, etc.)

The employee, with manager approval, may choose when to take an optional holiday(s). Optional holidays must be taken prior to the end of each calendar year. If not taken, they will be forfeited. In accordance with state law, all employees working in California and Colorado will be allowed to carry over accrued unused Optional Holiday time into the following calendar year. If an employee is leaving Uniti and has unused optional holidays, the holidays will be forfeited at the time the employee gives their notice unless state law requires otherwise. Therefore, the days may not be taken during the notice period, nor will they be included in the calculation of termination benefits. Employees leaving Uniti due to retirement may take optional holidays during the notice period in the event the employee provides at least one month's notice. Certain employees may be excluded from receiving Optional Holidays under this Policy.

Holiday Pay for Optional Holidays

Pay for optional holidays will be at the same rate as that for company designated holidays and will be included in the computation of overtime.

Eligibility Requirements for Rehired Employees

Employees whose service has been bridged due to rehire will become eligible for optional holidays according to the new hire schedule immediately upon rehire. Employees who are rehired in the same calendar year as their termination of employment will also become eligible for optional holidays according to the new hire schedule; however, the employee will not receive more than 40 total hours of optional holidays for the year.

For example, a full-time employee who had exhausted all 40 hours of their optional holiday pay will not be eligible for additional optional holiday pay in that calendar year regardless of the rehire date. Likewise, a full-time employee who had used 24 hours of optional holiday pay will be eligible for a maximum of 16

hours of optional holiday pay in that calendar year regardless of the rehire date.

Change of Status

Employees who have changed from full-time to part-time or vice versa will be eligible for optional holidays on a pro-rated basis. The pro-ration will be calculated based on the effective date of the change of status.

NEW HIRE PAID LEAVE POLICY

Eligibility FOR VACATION, OPTIONAL HOLIDAYS AND SICK LEAVE

New Uniti employees are eligible for vacation, optional holidays and sick leave benefits after 60 days of employment.

The amount of leave made available at that time is determined by the employee's month of hire, according to the chart below. *

Month of Hire	Month Eligible	Vacation Hours Earned	Optional Holiday Hours Earned	Sick Leave Hours Earned
January	March	64	24	40
February	April	56	24	36
March	May	48	24	32
April	June	40	24	28
May	July	40	24	24
June	August	40	24	20
July	September	32	24	16
August	October	32	16	12
September	November	16	16	8
October	December	16	8	0
November	January	80	40	56
December	February	72	32	48

**Employees in California, Colorado and Rhode Island accrue paid leave benefits on a monthly basis, beginning in the third month of employment. Newly hired employees in New York accrue sick leave benefits in accordance with New York State law.*

Examples:

- Employee A is hired on March 6, 2020. In May 2020, 48 vacation hours, 24 optional holiday hours, and 32 sick leave hours will be available for him to use by the end of the year. In January 2021, he will be eligible for the full allotment of vacation (80 hours), optional holidays (40 hours) and sick leave (56 hours).
- Employee B is hired on October 23, 2020. On December 1, 2020, 16 vacation hours, 8 optional holiday hours and 0 sick leave hours will be available for them to use by the end of the year. On January 1, 2021, they will be eligible for the full allotment of vacation (80 hours), optional holidays (40 hours) and sick leave (56 hours).
- Employee C is hired on December 1, 2020. In February 2021, 72 vacation hours, 32 optional holiday hours and 48 sick leave hours are available for them to use by the end of the year. On January 1, 2022, they will be eligible for the full allotment of vacation (80 hours), optional holidays (40 hours) and sick leave (56 hours).

Notwithstanding the specific eligibility rules discussed in this section, New Hire vacation, optional holidays and sick leave benefits are subject to the general Paid Leave provisions detailed in this Employee Handbook.

JURY AND WITNESS DUTY

If an employee is called for jury or witness duty by court order or subpoena, they continue to be paid their base salary with no deduction made for any pay received from the court. If the employee is dismissed during their regularly scheduled workday, the employee is expected to report to work.

An employee requesting paid leave for jury duty under this policy must provide a copy of the court order, summons, or other documentation verifying the service requirement to their manager upon request.

LEAVES OF ABSENCE (LOA)

A leave of absence is any Company authorized absence of more than three (3) days from a scheduled work assignment, exclusive of scheduled vacation periods and holidays. The purpose for a leave of absence is primarily to maintain an employee's eligibility for Company benefits and to avoid incurring a break in service for the employee. While out on leave, employees are not allowed to work for other employers unless state law requires otherwise. Employees who are on military leave are exempt from this provision. Contact Human Resources or the Leave of Absence Administrator for Leave of Absence Requests and Notification.

UNITI LEAVE OF ABSENCE CONTACTS:

Phone: 1-800-974-1393

Email: CORP.LOA@uniti.com

MEDICAL LEAVE OF ABSENCE

A medical LOA is granted when the employee's own health does not allow the employee to work. There are three types of medical leave:

- for periods of absence covered by Uniti's Sick Pay Program and/or Short-Term Disability Program (STD);
- for periods of absence covered by FMLA provisions that are for reasons related to the employee's own health condition; and
- for the benefit continuation period of up to 6 months following the exhaustion of Uniti's Sick Pay Program and/or Short-Term Disability Program (STD).

A medical LOA may be granted for periods that vary in length. Payment for time not worked due to a medical leave is most often provided for under the Sick Pay Program and/or Short-Term Disability Program (STD). If these benefits are not available, employees must use Vacation and/or Optional Holidays prior to being unpaid.

See also Sick Pay Program and/or Short-Term Disability Program (STD).

MEDICAL LEAVE BENEFIT CONTINUATION PERIOD

If an employee on medical leave reaches the end of their Sick Pay Program and/or Short-Term Disability Program (STD) payments and has substantiated a continued need for their disability absence with the possibility of returning to work, they should be placed on a subsequent leave of absence of 6 months for purposes of benefit continuation. After 6 months, if the employee has not returned to work, their employment may be terminated, and benefits prescribed by the benefit continuation period cease.

The employee pays the amount of their premiums or deductions (i.e., medical, dental supplemental life, etc.) via Uniti's Benefit Enrollment Vendor or their designee. Benefits are canceled if timely payment is not received.

At any time during the 6 months, if the employee is released to work, they may return to work provided their regular job has not been filled and/or work is available. However, there is no guarantee of re-employment. Uniti reserves the right to fill positions as business needs dictate. If the employee is

released to work and no work is available, their employment may be terminated. Consequently, if the employee is released to work and does not return to work that is available, their employment may be terminated. If termination of employment occurs during the 6 months, benefits prescribed by the benefit continuation period cease at the time of termination. It is the supervisor's responsibility to communicate any payroll action taken regarding the employee during the leave period.

Note: If termination of employment is being considered, Human Resources and Employee Relations should be consulted.

MILITARY LEAVE OF ABSENCE

A Military Leave of Absence (LOA) is any LOA granted for the employee's fulfillment of military duties. Uniti is pleased to do its part by carrying out its legal obligations to restore employees returning from military service to the jobs they would have held if they had remained here. Uniti asks employees to give the Company notice of an impending military leave as soon as practical. Further, Uniti expects all its employees to extend their full support to the returning worker, while making every effort to carry out both the spirit and the letter of the following policy.

- **Pay While on Military Leave of Absence** - Employees granted an absence for military duty may receive supplemental pay, if applicable, for up to 25 workdays per calendar year. For each period of an employee's paid military leave, the appropriate payment and adjustment will be processed through the payroll system. The net result will be the supplemental payment the employee is eligible to receive. The combined income from Uniti and military sources should equal the employee's regular base pay. Commission-eligible employees should refer to their individual compensation plans for information about commission pay and quota relief during military leave. In order to determine eligibility for supplemental pay, it is requested that employees who will miss one or more scheduled work days provide written notification to the company of any upcoming military duty or leave assignment by completing the Notification of Upcoming Military Duty / Leave Form that can be obtained through your HRBP or you can contact the HR Solutions Center at 1-855-411-6947. It is requested that a copy of the official Armed Services document(s) stating the nature and duration of the assignment also be included. Completion of this form is not mandatory; however, the company may not be able to determine supplemental pay eligibility without the information requested on the form. (Please contact the Leave of Absence office at 1-800-974-1393 or via email at CORP.LOA@uniti.com to request a copy of the form.)

During the period an employee receives supplemental pay, normal benefit premiums will be deducted as usual unless specified otherwise. Most of these benefits may be continued for up to 24 months, beginning with the date the employee is to report for active duty, with the employee being responsible for both the employee and Company premium contributions while on unpaid leave.

Generally, employees on extended military duty (greater than 25 work days as defined above) will be placed on unpaid leave as of the 26th calendar day of the leave. In certain circumstances, an enhanced military leave policy may be in effect for up to one year. Questions concerning extended military leaves (i.e., pay and benefits continuation) should be directed to the Leave of Absence office at 1-800-974-1393 or via email at CORP.LOA@uniti.com.

- **Applying for Re-employment** - Employees returning from military service must submit their military discharge papers, including evidence of "satisfactory service" (see "Qualifying Conditions"). This allows Uniti to determine whether a worker is eligible for re-employment and has returned from military service within the limits of the re-employment law. If these documents are not immediately available, the employee must submit them as soon as possible.
- **Re-employment Position** - Employees qualifying for re-employment after military leaves of absence of 90 days or less are restored to their former positions. Employees qualifying for re-employment after military leaves of absence of 91 days or longer will be re-employed in accordance with the Uniformed Services Employment and Reemployment Act.
- **Timely Re-employment Request** - Employees returning from military service must make a timely request for re-employment to qualify for reinstatement. Requests are considered timely if they are submitted within (1) 90 days of discharge by employees whose military duty lasted longer than 180 days; or (2) 15 days of discharge by employees who served 31 days to 180 days. Employees who serve for 30 days or less generally have one day from their discharge date to make themselves available for re-employment and return to their scheduled work group or shift.
- **Qualifying Conditions** - In addition to making a timely reinstatement request, employees returning from military duty must meet the following general conditions in order to be considered qualified for re-employment:
 - They must have received an honorable or general discharge;
 - They must not have voluntarily remained in the military beyond five years; and
 - They must be qualified to perform the essential duties of the position.
- **Ability to Perform the Job** - Employees returning from leave without pay can be sent for medical examination at Uniti's expense. The examination determines whether the employees are physically able to return to their former jobs. Employees not qualified to fill the positions to which they are otherwise entitled can receive the training they need to fill the positions. An employee not qualified to fill their former position because of a service-connected disability is placed in a position they can fill that is as close as possible in status and pay to their former position.
- **Compensation Upon Returning From Military Leave** - An employee returning from a military leave of absence is compensated at the rate of pay the employee would have received had the employee continued working during the period of the leave. This means that employees returning from military duty would receive any length-of-service pay increases they would have received if they had not entered the military. To receive pay increases associated with promotions that require training, employees must first satisfy training requirements. In some cases, training can be provided on an accelerated basis.
- **Vacation and Optional Holidays Upon Returning from Military Leave** - Employees must work the first two weeks of the calendar year (or at least two weeks after returning from a leave of absence that extends into the beginning of the new year) in order to be eligible for vacation unless state law requires otherwise. Vacation cannot be carried over into the next year. However, if due to business need, the Company requests the employee not take all their vacation, the vacation must be taken in the first quarter of the next year. Optional Holidays are not eligible to be carried over.
- **Benefits** - Employees are restored to full participation in benefit plans as soon as they are reinstated and otherwise meet the Qualifying Conditions. Absence on unpaid military leave counts in

computing a worker's length of service under the pension plan and determining the rate at which an employee earns vacation.

- **Service Date** - Military leave is not treated as a break in service. Employees whose employment with Uniti is reinstated and who otherwise meet the Qualifying Conditions are restored with no loss of service with the Company. Restoration is based on their date of hire and adjusted for any nonmilitary breaks in service.
- **Dispute Resolution Process** - In the event of any dispute or disagreement arises over application of this policy, Corporate Employee Relations works with the employee, and supervisor or manager, in an effort to reach a mutually agreeable resolution. Uniti expects all its supervisors and managers to cooperate with the Human Resources Department's efforts to resolve any dispute related to an employee's military service.
- **Protection from Discharge** - For one year after their re-employment, or six months if they served in the military for six months or less, returning workers cannot be discharged other than for cause. ***Any supervisor or manager who is considering discharging a recently re-employed worker must consult Human Resources and obtain approval before initiating termination proceedings against any returning employee.***

NEW YORK EMPLOYEES – PAID FAMILY LEAVE

New York's Paid Family Leave provides job-protected, paid time off for eligible employees to:

- Bond with a newly born, adopted or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

Employees should contact Uniti's Leave of Absence office at 1-800-974-1393 or via email at CORP.LOA@uniti.com for more information about New York Paid Family Leave.

<https://www.ny.gov/programs/new-york-state-paid-family-leave>

OTHER PAID TIME OFF

PARENTAL LEAVE PROGRAM

The Parental Leave Program (PLP) provides ten (10) days of paid Parental Leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid Parental Leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child.

ELIGIBILITY

The following employees are eligible for the Parental Leave Program:

- **Regular employees** who have been employed continuously for at least 60 days and are scheduled to work 30 or more hours per week;
- **Rehired** employees who rehire with Uniti within 12 months of departure and immediately meet the service bridging requirements are eligible upon rehire. Employees with a gap of service greater than 12 months will be treated as a new hire and will be eligible for parental leave after 60 days.

In addition, employees must meet one of the following criteria to be eligible:

- Be the parent of a newborn child;
- Have adopted or been placed with a foster child (in either case, the child must be 17 years old or younger).

BENEFIT

- Uniti will provide up to ten (10) consecutive days (up to 80 hours) of paid Parental Leave to an eligible employee following the birth or placement of an adoption or foster child.
- Employees must take paid Parental Leave in one continuous period of leave and must use all paid Parental Leave within twelve (12) weeks after the birth or placement.
- A "day" of parental leave is equal to a regularly scheduled day and up to 40 hours per week. Benefits will be paid through Uniti payroll on regular payroll dates and will be paid at the rate of 100% current base salary or hourly rate, less all required payroll deductions (including voluntary deductions such as medical and dental premiums, etc.).
- Employees are eligible for a maximum of ten (10) consecutive days of Parental Leave per rolling twelve (12) month period. A "rolling" twelve (12) month period is defined as the twelve (12) months measured backward from the date an employee uses Parental Leave. The fact that multiple births, adoptions or foster placements occur in a twelve (12) month period does not increase the benefit.
- Unused Parental Leave will not be paid out upon termination of employment.
- Paid Parental Leave taken under this policy will run concurrently with leave under the Family Medical Leave Act ("FMLA") and similar state laws and will be counted toward the twelve (12) weeks of available FMLA per each twelve (12) month period. All other requirements and provisions under the FMLA and state law will apply.

ADOPTION POLICY

To offer assistance to all employees who are building families, Uniti has established the Uniti Services, LLC Adoption Assistance Plan (the "Plan") to assist eligible employees with adoption-related expenses up to \$5,000 per adoption. The full Plan is located on [Ustream](#).

Eligible employees include:

- An employee is eligible for adoption assistance if they are a regular, full-time or part-time Uniti employee scheduled to work at least 20 hours per week.
- If an employee's spouse is also a regular, full-time or part-time Uniti employee scheduled to work at least 20 hours per week, only one such employee will be eligible for participation in the Plan.
- Employees whose terms of employment are governed by a union agreement are not eligible for adoption assistance unless this benefit is agreed upon during negotiation.
- Eligible employees must be actively employed at the time reimbursement is made.

Eligible children include:

- any individual who, at the time a covered expense is paid or incurred, is under the age of 18 or
- is physically or mentally incapable of caring for themselves.

EXCLUDED ADOPTIONS AND NON-QUALIFIED ADOPTION EXPENSES

The following types of adoptions are excluded from the Plan since they are considered non-qualified adoption expenses:

- Illegal adoption
- Adoption through a surrogate parenting arrangement
- Adoption of a stepchild
- Adoption of an adult who can take care of themselves
- Adoption where the related expenses are paid from local, state, or federal programs, or from other third-party sources

Eligible expenses include reasonable and necessary items such as:

- adoption fees
- court costs
- attorneys' fees;
- travel expenses
- required medical examination fees for an eligible child and other expenses that are directly related to the legal adoption of an eligible child.

Expenses that are not covered include:

- Expenses incurred in violation of federal or state law
- Expenses incurred in carrying out any surrogate parenting arrangement
- The expense of a medical examination for an adopting parent
- The cost of personal items for the adopting parents or eligible child
- Expenses paid for an adoption in which the employee is not an adopting parent

After an adoption by an eligible employee has been finalized by a court of competent jurisdiction, the employee may apply for reimbursement of eligible expenses. The employee must apply for reimbursement within sixty (60) calendar days after the adoption has been made final. Federal and state taxes may be withheld from benefits paid under the Plan.

To receive reimbursement, the employee must complete the [Adoption Assistance Plan Reimbursement Form](#) and submit it to Uniti Corporate HRIS at 4005 Rodney Parham, Little Rock, Arkansas, 72212. The Claim Form requires that the employee include all applicable receipts and/or invoices.

APPLYING FOR PARENTAL LEAVE BENEFITS

The Parental Leave Program is administered by the Leave of Absence Office ("LOA"). The eligible employee shall initially notify the LOA Office and their manager of the need for Parental Leave and include the estimated timing of such leave at least 30 calendar days in advance of the need for Parental Leave, where practical. If the need for Parental Leave is not foreseeable, the eligible employee must give notice of the need to the LOA Office and manager as soon as practical. Employees will be required to complete an online Parental Leave Application before the request is approved. Uniti reserves the right to require additional documentation if deemed necessary.

Parental Leave benefits will be issued on the next regularly scheduled payroll date following approval, where practicable, or the next regularly scheduled payroll date following the leave period if the employee obtained approval prior to taking leave.

COORDINATION WITH OTHER BENEFITS

An employee who has physically given birth to a child may use paid parental leave days during the short-term disability elimination period, or after the short-term disability benefit has been used. Paid Parental Leave cannot be used while an employee is receiving short-term disability benefits. During FMLA designated leave, sick leave must be used before vacation leave, but parental leave can be used at any time, regardless of whether sick or vacation leave will also be used during the FMLA period.

EXCLUSIONS

An individual that adopts the child (or children) of a spouse or partner is not eligible for this benefit. A woman who has given birth to a child pursuant to a surrogacy agreement is not eligible for this benefit.

MODIFICATION

This Policy will be interpreted in accordance with the purpose and intent as stated herein. Uniti reserves

the right to modify, suspend, or terminate the Parental Leave Program or this Policy at any time without prior notice to employees.

PERSONAL LEAVE OF ABSENCE

Personal leave is any **unpaid** leave of absence granted to enable the employee to attend to personal issues/activities that are demanding enough that the employee cannot attend to those issues/activities and perform their normal job duties.

Regular full-time and regular part-time employees may request personal leave of absence. Each request is considered on its individual merits, considering the reason for the leave request, the employee's work record and the business needs of the Company. Uniti has the discretion to grant or deny personal leave requests. Please note that prior to taking any unpaid leave, the employee must first exhaust all paid time off, such as vacation and optional holidays.

BEREAVEMENT

In the event of a death in the employee's immediate family or household, they may be allowed up to five (5) days, or the equivalent of one workweek if working a flexible schedule such as 4x10, away from work with pay.

The employee's immediate family is defined as follows:

- Employee's Spouse or Fiancé
- Children or Stepchildren (including pregnancy loss)
- Daughter-in-law; Son-in-law
- Parents or Step-parents of employee; In-law Parents or Step-parents
- A person living in the household of the employee
- Brothers and Sisters / Step-Brothers and Sisters / In-law Brothers and Sisters

In the event of the death of a close relative, an employee may be allowed up to three (3) days away from work with pay.

The employee's close relatives are defined as follows:

- Grandparents / Great Grandparents of employee or spouse; In-law Grandparents
- Grandchildren / Great Grandchildren of employee or spouse
- Aunts / Uncles
- Nieces / Nephews

The more generous bereavement leave time will apply if the deceased person falls into both categories.

Within a reasonable period of time, the employee may be required to provide verification of need (obituary, death certificate, etc.).

Regular full-time and part-time employees are paid for hours missed based on their regularly scheduled workday for up to five (5) workdays. This payment is in addition to any other time off that the employee may be allowed, such as vacation or optional holiday time. Additional unpaid time may be taken with management approval assuming the employee has exhausted vacation and optional holiday time.

The employee is responsible for contacting their supervisor to inform them of the death and to discuss the needed time off. Please refer to the ***Personal Leave of Absence Policy*** for more information.

SHORT TERM DISABILITY PROGRAM

The Short-Term Disability (STD) plan is a salary continuation program that is separate and distinct from the Sick Pay Program. STD provides up to 26 weeks of pay per approved disability for eligible employees in the event of their own injury or illness, except where specific collective bargaining agreement provisions provide otherwise.

STD pay structure is: Up to 6 weeks full pay/20 weeks 66% pay

STD claims will be reviewed for approval or denial by a third-party administrator, which is currently New York Life (formerly CIGNA). A Uniti Leave of Absence Specialist will coordinate claims processing and payment.

ELIGIBILITY

- *Regular* (scheduled to work at least 30 hours/week) employees are eligible to receive Short Term Disability.
- *Part-time* regular employees who work 30 or more hours in a week are eligible for Short Term Disability on a pro-rated basis determined by their weekly work schedule.
- *New* employees are eligible for Short Term Disability the first of the month in which their 12-month anniversary falls.
- *Rehires* with at least twelve months prior service are eligible for Short Term Disability on their first day of employment.

DEFINITION OF DISABILITY

For the purpose of determining benefits under this plan, Disabled or Disability means that, due to sickness or as a direct result of accidental injury:

You are receiving appropriate care and treatment and complying with the requirements of such treatment; and

You are unable to earn more than 80% of your pre-disability earnings at your own occupation or an occupation within Uniti for which you are reasonably qualified taking into account your training, education and experience.

TO APPLY

Employees must apply for and meet the criteria for eligibility under the STD Plan. Application should be made by calling New York Life at 1-855-250-9412. If you have returned to work from an approved STD leave of absence and need to go out again for the same condition and have not been back at work for more than 13 weeks, provide New York Life with your original claim number and indicate this is a continuation of a previous leave.

ELIMINATION PERIOD

There is a seven (7) calendar day elimination period under the Short-Term Disability Plan. The elimination period is the period of time that an employee must be off work before benefits will begin under the STD plan.

Example: Employee is out sick from January 1 – January 15. The first seven (7) calendar days would be considered the elimination period, so benefits would not begin until the 8th day of January 8.

The seven (7) calendar day elimination period starts over for each leave period.

Example: Employee is on approved leave for 3 weeks in February, returns to work, and goes out again in April for the same condition. Employee must meet the seven (7) calendar day elimination period again in April before receiving pay under the STD plan.

PAY GUIDELINES

Upon approval of the employee's Short-Term Disability application, payment under the Short-Term Disability Plan will begin.

- Employees who are approved for payment under Short Term Disability will be paid in accordance with the Plan from the eighth day of approved absence.
- Payment under Short Term Disability for approved absences will be delayed when employees do not respond as needed to questions/follow-up from LOA Specialist and/or New York Life.
- Employees will be paid using any available paid time (sick pay, vacation, and optional holiday) for the first seven days of their leave and until their leave is approved.
- If all paid time is exhausted prior to or during the Short-Term Disability approval process, the employee will be unpaid until the Short-Term Disability application is approved.
- If the Short-Term Disability application is subsequently approved, the payment under Short Term Disability will be retroactive to the eighth day of approved absence and the hours paid under other pay types (sick, vacation, optional holiday), with the exception of the first seven days of the leave, will be restored.
- Eligibility for payment of commissions and quota-relief while on STD are based on the terms of the applicable compensation plan. Employees should refer to their individual compensation plans for more information.

MEDICAL DOCUMENTATION

- Medical certification will always be required before payment under the Short-Term Disability Plan can be approved.
- Pursuant to the terms of applicable law, FMLA, ADA, etc., additional information may be required during the employee's absence, or Uniti may require the employee submit to an examination at the Company's expense, by a company-selected physician, to determine the employee's condition for payment-eligibility purposes. This option may be invoked by Uniti either to start or to continue payment.

COORDINATION WITH LTD PAYMENT

The Long-Term Disability (LTD) plan, if applicable, contains a provision for a 180-day elimination period per disability except where specific collective bargaining agreement provisions provide otherwise. Short Term Disability is intended to protect the employee's income during the LTD elimination period. In determining the elimination period, employees will be allowed up to 30 days of "temporary recovery" before a new LTD elimination period will begin.

COORDINATION WITH WORKERS' COMPENSATION

If an employee is receiving Workers' Compensation benefits, the workers' compensation benefit is supplemented to 100% of Uniti pay provided the disability is approved under the provisions of the Short-Term Disability Plan. Employees must follow the procedures for submitting a claim for Short Term Disability through New York Life as outlined in the Short-Term Disability instructions.

If an employee is absent from work more than 3 consecutive days, or several intermittent days, the employee should contact New York Life at 1-855-250-9412. The employee should apply for a leave of absence and possibly FMLA even if the employee was injured and absent from work due to an accident on the job.

COORDINATION WITH OTHER DISABILITY PROGRAMS

If an employee is receiving disability benefits from another source (e.g. state disability, Social Security), the amount of disability pay is supplemented to 100% of Uniti pay by Short Term Disability.

EXCLUSIONS FROM SHORT TERM DISABILITY PROGRAM

The following conditions are excluded from payment under Short Term Disability:

- Injuries or illnesses intentionally self-inflicted.
- Injuries resulting from the commission of a felony.
- Injuries or illnesses resulting from acts of war.
- Dental procedures, except those performed by an oral surgeon under general anesthesia.
- Disabilities resulting from alcohol or drug abuse, when not under the care of a physician or prescribed treatment program.

The determination of a qualifying condition/disability eligible for payment under the Short-Term Disability Plan is at the sole discretion of the company and/or the third-party administrator.

APPEAL PROCESS

If benefits are denied based on New York Life's Short-Term Disability claim decision, an Appeal may be submitted directly to New York Life. New York Life must receive the Appeal by following the steps outlined below:

- Submit an appeal letter to New York Life within 180 days of the denial letter.
- The appeal letter should be sent to the New York Life representative signing the denial letter to the address noted on the letterhead.
- The appeal letter must include:
 1. Name of disabled employee.
 2. Reference to the claim decision.
 3. An explanation for appealing the determination.
 4. The claim number.
- The employee may also submit additional information. Additional information may include, but is not limited to: medical records from the doctor and/or hospital, test result reports, therapy notes, etc. These medical records should cover the period outlined within the New York Life denial letter.

After New York Life receives the complete appeal request, a full and fair review of the claim will be conducted, and an appeal determination will be rendered directly to the employee by New York Life within 45 days from receipt of the appeal. Employees covered by a collective bargaining agreement, should refer to the appeal process outlined in the letter dated December 13, 2006. If you have questions, please contact New York Life.

RETURN TO WORK

The employee will be required to submit a copy of the Medical Release to Return to Work authorization to their manager before they will be allowed to return to work.

VOTING TIME OFF

Uniti encourages all employees to exercise their right to vote. Current polling hours should allow sufficient time to vote without having to request time off from work. In unusual circumstances where there is not sufficient time due to distance from work to the polling place or some other extreme condition, it will be the supervisor's responsibility to approve the employee's request for time off on a case-by-case basis. The supervisor's decision should be objective and based upon the need to run the business as well as individual state law requirements.

WORKERS' COMPENSATION

Following state Workers' Compensation laws and regulations, medical expenses and lost time benefits are provided for employees in the event of a compensable work-related injury or illness. Workers' Compensation is a benefit provided by the Company at no cost to each full-time, part-time and occasional employee. The Company's Workers' Compensation program is mostly self-insured with claims adjusted by outside third-party administrators (TPAs).

Any employee of Uniti that is injured while in the course and scope of their employment should be reported as a Workers' Compensation claim to Sedgwick Claims Management Services at 877-963-7876. No written accident report is required. Any questions or needed assistance with a work-related injury/illness claim should be directed to the Corporate Risk Management Department at 800.943.4098.

Manager/Supervisor Responsibility:

- Follow all Uniti safety rules and regulations
- Ensure that all employees receive appropriate safety training and development
- Ensure that all safety practices and procedures are followed
- Ensure all employees have appropriate protective equipment for the job being performed
- Ensure unsafe work conditions and behaviors are addressed
- Investigate all incidents

Employee Responsibility:

- Follow all Uniti safety rules and regulations
- Wear all appropriate protective equipment for the job being performed
- Assist in recognizing and reporting unsafe conditions and/or unsafe acts
- Report all incidents immediately to their supervisor

Absence from work for required medical care related to work injuries is not compensated time within the scope of Workers' Compensation and/or the Short-Term Disability Program (STD). Management may offer alternate work hours, early, late, weekend, if available, and if not, available accrued sick/vacation time may be used and if the employee chooses not to apply the available hours then the time shall be considered unpaid.

Neither Uniti nor Sedgwick, our current Workers' Compensation third party administrator is legally required to pay when an employee seeks treatment for their compensable (accepted) Workers' Compensation claim. We encourage employees to work with their Sedgwick Claims Examiners to locate providers and facilities that offer hours of operation either before or after regular work hours.

FOR INFORMATION ON ACCIDENT REPORTING AND WORKERS' COMPENSATION BENEFITS, PLEASE REFER TO [Accident Reporting Procedures and Best Practices](#) on Ustream.

INCLEMENT WEATHER POLICY

Uniti expects all employees to make a reasonable effort to be at work each day, even in inclement weather. However, we also expect our employees to use good judgment relative to road conditions, distances to be traveled to and from work as well as their own personal safety.

The following describes inclement weather pay practices:

- An appropriate senior leader or Human Resources Business Partner (HRBP) is responsible for determining when the inclement weather provisions should be applied.

- Non-exempt employees who can get to work within two hours following the start of their regularly scheduled workday will be compensated for the entire number of hours they are scheduled to work for the day.
- Non-exempt employees arriving after two hours following the time their regularly scheduled workday begins will be paid for the hours they work that day.
- If the Uniti location is open for business, non-exempt employees unable to report to work will be required to use optional holiday/vacation time. Employees, who do not have any optional holiday/vacation time, will receive no pay for that day.
- If the Uniti location is open for business, Exempt employees unable to report to work are considered to have used vacation or an optional holiday.
- If dismissed early, an employee is paid for the balance of their shift. ***Any non-exempt employee who elects to leave work prior to being officially dismissed by Uniti is unpaid for time not worked the remainder of that workday.***
- Employees who work during a designated inclement weather event ***are not*** eligible to take an excused paid day off at a later date (i.e., there is no compensatory time allowed).

When non-exempt employees lose time because of inclement weather, this time may be made up within the same workweek utilizing Uniti's make-up time policy provisions.

PAYROLL PRACTICES AND RECORDS

OVERVIEW

The following addresses Uniti's policies, practices and procedures covering such areas as scheduling and hours of work, definition of Uniti's payroll period, the methods used to record hours worked, pay distribution (by paycheck or direct deposit), the different types of pay, i.e., overtime, on-call and call-out pay, shift differential pay, etc., relative to a number of various work situations for non-bargaining employees. Bargaining employees should refer to the bargaining agreement in effect for their location. This section also deals with the responsibilities of both the employee and management in a co-operative effort towards ensuring that all of Uniti's employees are correctly paid for hours worked.

CALL OUT PAY

A non-exempt employee will be paid call out pay if they are asked to work under the following conditions:

- If employee is called out to work two hours before the regularly scheduled shift begins or two hours after the regularly scheduled work shift ends.
- If employee is called out to work at any hour on a scheduled day off.

An employee called out to work will be paid a minimum of two hours of pay at a rate of one and one-half times their regular base rate of pay, or time and one-half for all hours worked, whichever is greater. Conditions may cause an employee to be called out more than once. However, only one call out pay award will be made in a single 24-hour period. The overtime rate established by the call out continues until a break in work occurs. Subsequent call outs in the same 24-hour period are paid at time and one-half for actual hours worked.

Call out pay is not used in the computation of weekly overtime.

CLASSIFICATIONS

- ***Regular Full-Time:*** A Uniti employee who is regularly scheduled to work 40 hours per workweek.
- ***Regular Part-Time:*** A Uniti employee who is regularly scheduled to work 20 hours or more but less than 40 hours per workweek.

- **Occasional:** A Uniti employee who works less than 20 hours per workweek.

Note: Employees who are regularly scheduled to work less than 20 hours per workweek are not eligible for benefit programs and are not eligible for payment under Uniti's paid time off policies (e.g., vacation, holiday, bereavement, jury/witness duty, sick, short-term disability).

DEDUCTIONS FROM COMPENSATION – EXEMPT EMPLOYEES

Uniti does not make deductions from compensation in violation of federal or state law. Under the Fair Labor Standards Act (FLSA), exempt employees, i.e. those, by law, not entitled to overtime compensation, must receive a predetermined amount of compensation each pay period, and only certain deductions are permitted. If an exempt employee believes that Uniti has made inappropriate deductions from their compensation, the following should apply:

- The employee should report the alleged deduction to their supervisor.
- Each complaint will be investigated, and a determination concerning the deduction will be made.
- If Uniti determines that the deduction was inappropriate under applicable law, the employee will be promptly reimbursed.

When necessary, employees will be required to sign a Wage Deduction Authorization Form. If questions or concerns about any pay deductions arise, contact Human Resources.

Uniti makes a good-faith effort to comply with the provisions of the FLSA and all other applicable federal or state laws.

LEAD PAY

A "lead" designation is a management assignment applicable to a daily and/or weekly work schedule that meets the criteria outlined below:

- An assignment that does not involve a promotion or title change.
- An assignment that is in addition to normal job duties, and which involves assigning, directing and evaluating work activities.
- To serve as a resource person for complicated or difficult work assignments.
- A minimum of a four-hour block of time in the lead assignment is required to qualify for lead pay.

The lead pay differential for non-exempt positions is ten percent (10%) of base pay for all hours worked in the lead assignment.

Note: Lead designations and pay provisions for retail sales assignments are addressed in Uniti's sales compensation plan. Lead designations and pay provisions for call center employees are addressed in Uniti's Team Leader Pay – Call Center policy below.

MAKE-UP TIME

Make up time requests are personal requests to alter a non-exempt employee's regularly scheduled workweek.

In order to facilitate scheduling and work assignments, an employee should request in advance to make up known absence time. Supervisors should consider any extenuating circumstances that prevent advance notice.

Non-exempt employees may make up unpaid absences under the following conditions:

- the make-up time is in the same work week as the absence;

- work is available outside the scope of the employee's normal scheduled workweek;
- a portion of the lost time may be made up during a meal period, provided the employee takes a scheduled minimum meal period or mid shift break of 30 minutes;
- company-provided employee breaks cannot be used to make up lost time; and
- make up time is approved at the manager's discretion.

MULTI-LINGUAL DIFFERENTIAL PAY

The purpose of multi-lingual differential pay is to compensate employees who utilize multi-lingual skills to meet a business need within Uniti where proficiency in multiple languages is required. To be eligible to receive multi-lingual differential pay, the following criteria must be met:

- The employee must be in a non-exempt job.
- The employee must be in a market where multi-lingual competency is difficult to source or retain. The Vice-President of Compensation determines when multi-lingual differential should be applied.
- The employee must first pass a language proficiency test. Please contact your local Human Resources department for testing procedures. (If an employee does not receive a passing score, they will be eligible to retest after three months.)

The differential is paid for all hours reported including overtime, vacation, sick pay program, Short Term Disability (STD), holidays. The pay plan will be administered by using the 10% multi-lingual differential pay code MLP which is entered into the Uniti Online Payroll System or the Uniti Time Line Interactive Voice Response system.

OVERTIME PAY

Non-exempt employees are paid overtime pay of one and one-half (1.5) times their regular base rate for hours worked over 40 in a scheduled workweek, unless state law or a collective bargaining agreement requires otherwise. Vacation and holidays will be used in the calculation of overtime; however, other paid hours away from work (i.e. Sick Pay Program, Short Term Disability Program (STD), bereavement) will not.

PAYCHECK AND DIRECT DEPOSIT DISTRIBUTION

Paycheck Distribution

Paychecks, for those employees who choose to receive an actual paycheck, are normally dispatched via regular postal mail on Wednesday of the pay week. Paychecks are mailed to the employee's home address.

DIRECT DEPOSIT

The Company's Direct Deposit Program allows employees the option of having their net pay automatically deposited in up to nine (9) financial institutions or accounts of their choice each pay day. As a result of deposits being made automatically, those employees who participate in the program are ensured of receiving their pay every pay day without concern should they be absent from their work location due to illness, vacation, business travel, etc. Employees may enroll using Dayforce.

PAYROLL PERIOD

Uniti's payroll period is defined as a two-calendar week period with the normal workweek beginning on Sunday at 12:01 a.m. and ending at 12:00 midnight the following Saturday. There are normally 26 pay periods in a calendar year.

PAYROLL RECORD CHANGES POLICY

Pay rate changes will be made effective at the beginning of the week, or preferably the pay cycle, in which the event (merit, promotion, changes or corrections) occurs.

Refer to the Pay Period and Maintenance Deadlines Schedule for pay cycle dates based on the biweekly payroll schedule. This can be accessed under [Forms A-Z](#).

RECORDING AND REPORTING HOURS WORKED

Employees are responsible for accurately reporting hours worked. Violations of this policy may result in corrective action or termination.

Exempt employees are responsible for entering exception hours in Dayforce. Exception time includes sick, vacation, and optional holiday.

Non-Exempt/Hourly employees are responsible for entering all hours worked. Hours worked include all hours worked in the pay period, except for the deduction of time spent at lunch or other non-compensable time.

- Non-exempt/Hourly employees are not permitted to perform work outside of their normal work schedule unless specifically authorized by the employee's direct manager.
 - "Performing work" includes utilizing electronic communications/systems as required to perform or complete job duties. Electronic communications/systems include but are not limited to cellular/mobile telephones, text messaging devices, computers and handheld computers such as tablets, Personal Digital Assistants (PDA), iPhones, etc. for work purposes.
 - Non-exempt/hourly employees are not permitted to check for, read, send, or respond to job-related communications outside their normal work schedule.
- Work time outside normal work hours MUST be recorded by the employee and approved by the direct manager during the pay period.

Violations of this policy must be reported to a Human Resources Business Partner (HRBP) or via the HR@Uniti.com within one payroll period of the occurrence. If you have questions relating to this guideline, please contact your Human Resources Business Partner (HRBP).

If an employee arrives early or leaves late for their own convenience, this time is not included as time worked, provided that the employee performs no duties at the request or to the knowledge of Uniti during this unscheduled time period.

REST PERIODS/MEAL BREAKS

There are no federal laws requiring or governing mandatory breaks and/or rest periods. Absent some business need to the contrary or state law requiring otherwise, Uniti's practice is to allow two (2) on-the-clock (paid) breaks (not to exceed 15 minutes each; one in the morning and one in the afternoon) and one unpaid mid-shift meal break generally 30 or 60 minutes depending on department). Employees should be made aware that business needs might preclude the ability to allow time for paid or unpaid breaks. Unused break time does not accumulate or accrue. Employees may not use break time as make up time (e.g., employee who is 15 minutes late cannot skip a break to make up the time). Questions regarding state law requirements should be directed to Human Resources.

SCHEDULING AND HOURS OF WORK

Hours of Work

The Uniti workday is a period of 24 consecutive hours beginning at 12:01 a.m. and ending at 12:00 midnight. A normal workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday.

An employee's work schedule is a planned expectation of work and is defined by the daily or weekly hours

scheduled in advance of the workweek. In some Uniti units, daily and weekly schedules vary to provide around-the-clock customer service. Each manager/supervisor should advise employees of their work schedule in advance of the workweek (barring emergency situations).

A regular full-time employee is normally scheduled to work 40 hours during the workweek.

MEAL PERIOD

It is local management's responsibility to determine the length of employee meal periods. In any case, the meal period should last at least 30 minutes. Meal periods are unpaid and include travel to and from the workstation.

REST PERIOD/BREAK

There are no federal laws requiring or governing mandatory breaks and/or lunches. Absent some business need to the contrary or state law requiring otherwise, Uniti practice is to allow two on-the-clock (paid) breaks (not to exceed 15 minutes each; one in the morning and one in the afternoon) and one unpaid mid-shift break (30- or 60- minutes). Employees should be made aware that business needs might preclude the ability to allow time for breaks. Unused break time does not accumulate or accrue. Employees may not use break time as make up time (e.g., employee who is 15 minutes late cannot skip a break to make up the time). Questions regarding state law requirements should be directed to Human Resources.

SHIFT DIFFERENTIAL PAY

Non-exempt Employees

A shift differential is a pay premium determined by management for certain work situations when an employee is required to work during non-traditional hours. The criteria outlined below defines the use of this pay application:

- Applies to regularly scheduled shifts beginning prior to 6:00 a.m. or ending after 7:00 p.m. including split shifts (e.g. employee who works 8am to noon and 4pm-8pm in the same day, will be paid shift differential for the entire shift);
- Applies to all hours worked including any hours that qualify for overtime;
- Excluded are hours not worked, such as vacation, holiday, or sick pay;
- Non-exempt retail sales employees are excluded from shift differential pay.

Shift differential pay will be 10% of the employee's base rate less applicable payroll taxes.

EXEMPT EMPLOYEES

The shift differential pay option is available to managers who need to provide supplementary compensation to exempt employees scheduled to work non-traditional hours. For an exempt employee/supervisor to be eligible to receive the shift differential all of the following criteria must be met:

- Must be regularly scheduled to work during non-traditional working hours (a workday starting before 6:00 a.m. or ending after 7:00 p.m. including split shifts);
- Directs, or works with, non-exempt employees receiving shift differential pay (in the case of a supervisor); and
- Must be regularly assigned to work non-traditional hours in advance of the workweek.

Shift differential pay will be 10% of the employee's base rate less applicable payroll taxes.

Note: This pay treatment does not apply to employees/supervisors who are regularly assigned to work traditional business hours (6:00 a.m. to 7:00 p.m.) and who occasionally work beyond those hours. When

an employee is scheduled to work a shift that would normally trigger shift differential but fails to work hours prior to 6:00 a.m. or ending after 7:00 p.m., none of the hours worked would be considered eligible for shift differential.

STANDBY PAY

The Standby designation is used in a department or workgroup to compensate a non-exempt employee responsible for responding to after-hours work demands. An employee assigned standby status is responsible for being available for call out during their standby assignment. ***The routine carrying of cell phones and/or pagers does not necessitate payment of standby pay.***

The minimum work requirement for a standby employee is to respond to the page or call within one-half hour and to be able and ready to report to duty within one hour.

If a non-exempt employee is designated as being on standby, they are paid one hour of regular pay per every 24 hours spent on call or two hours of the regular hourly rate for designated holidays or weekends. Standby pay is not reduced if the employee is called out to work.

TEAM LEADER PAY – CALL CENTER

Team leader pay is defined as a temporary assignment in addition to normal call center duties to:

- Assist others by providing procedural, customer service and systems subject matter expertise;
- Help reinforce training and/or educational efforts; and/or
- Work in a higher-level position on a temporary basis (e.g., Rep. performing Lead duties, Lead performing Supervisor duties).

The team leader pay designation is used specifically in call center operations. It is not a promotion or title change. It is not to be used for an employee assigned to a position with a 'Team Lead' job code.

The team leader differential for non-exempt positions is five percent (5%) of base rate for all hours worked on this assignment.

WAGE ATTACHMENTS / GARNISHMENTS

Garnishments and wage attachments are legal liens against an employee's earnings. They are issued to satisfy unpaid debts and/or judgments. Employees are expected to take care of their financial concerns without involving the Company, however, Uniti honors attachments and garnishments as required by law and if properly served by an authorized official.

A garnishment or wage attachment involves Uniti's deducting a specified amount from an employee's earnings and then forwarding that amount to the creditor making the attachment. Corporate Payroll administers wage attachments and has the following responsibilities to:

- Calculate deduction amounts;
- Act as a liaison to authorities and/or creditors;
- Expedite all payments; and
- Notify the employee that a wage attachment has been served and payroll deductions are scheduled to begin.
- Notify the court, agency or other authority in the event that an employee with a wage attachment is released from employment or would otherwise not have enough net disposable pay to make a wage attachment deduction.

If your office receives any court orders or attachments, please scan and e-mail to Uniti.Payroll_Help_Desk@uniti.com or fax to 501-748-6573 and forward the original to Uniti Payroll, 4005 Rodney Parham Rd, Mailstop 1170-B1F02-Payroll, Little Rock, AR 72212.

SAFETY, HEALTH AND SECURITY

OVERVIEW

Uniti provides a safe working environment for all employees. The daily safety and security of our workplace is a responsibility shared by both employees and management

The use of Uniti property, information assets, and facilities access is strictly for business purposes. There should be no expectation of privacy in the work area relative to matters involving company or business-related issues. Company property includes electronic communications, data and information stored on Uniti's network, and any equipment connected to Uniti-owned or Uniti-provided equipment, including but not limited to personal computers, data storage devices, mobile computing devices, and data storage media (such as external hard drives, flash drives, "smart" phones, tablets, or other similar devices). Company property also includes Uniti vehicles. Personal property is allowed in Uniti facilities and vehicles, but the Company is not liable for any damage to such property.

Uniti requires each employee's compliance with all safety, health, and security policies and programs. Each employee must perform their work in a safe manner by understanding their job responsibilities and accident reporting procedures.

Employees of that are injured while in the course and scope of their employment should report it as a Workers' Compensation claim to Sedgwick Claims Management Services. Claims are directed to Corporate Risk Management Department.

Manager/Supervisor Responsibility:

- Follow all Uniti safety rules and regulations
- Ensure that all employees complete appropriate safety training and development as assigned
- Ensure that all safety practices and procedures are followed
- Ensure all employees have appropriate protective equipment for the job being performed
- Ensure unsafe work conditions and behaviors are addressed
- Collaborate with EH&S to investigate safety sensitive incidents

Employee Responsibility:

- Follow all Uniti safety rules and regulations
- Wear all appropriate protective equipment for the job being performed
- Assist in recognizing and reporting unsafe conditions and/or unsafe acts
- Report all incidents immediately to the supervisor
- For information on Accident Reporting and Workers' Compensation Benefits, please refer to [Accident Reporting Procedures and Best Practices](#) on Ustream.

Transportation and Company vehicles information addressed below explains the regulations for driving a Uniti vehicle and includes the basics of reporting an accident. The use of personal vehicles for Company business is discussed in this section.

UNITI PROPERTY

An employee is personally liable for the fraudulent and negligent misuse, deliberate destruction or loss of any Company property and/or services. Uniti may demand reimbursement for misuse, destruction or loss of Company property or services. This determination of employee liability by the appropriate supervisor and/or officer and by Human Resources to ensure consistent application of this practice.

ELECTRONIC MAIL

Uniti provides and maintains an electronic mail and messaging system intended for Company business. Personal use by most employees is allowed if it is kept to a minimum, does not interfere with your work, and otherwise does not violate these guidelines.

Like any other Uniti property, the electronic mail system and messaging system is Company property. Additionally, ***all messages composed, sent, or received on the electronic mail system are and remain the property of the Company. They are not private property of any full-time, part-time, contracted, or temporary employee.*** The confidentiality of any message should not be assumed. The use of passwords for security does not guarantee confidentiality. Any communication through electronic mail can be intercepted.

The electronic mail system may not be used to solicit for any purpose not related to Uniti business. This includes, but is not limited to, commercial ventures, religious or political causes, and outside organizations. For more information, please see the Internet Access Policy.

FACILITIES ACCESS

Solicitation and distribution of literature by non-employees on company property is prohibited.

Solicitation by employees is prohibited when the person soliciting, or the person being solicited is on "working time." Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks. Distribution of literature on company premises is prohibited in working areas during working time. Off-duty employees are not permitted access to Uniti's working areas.

INFORMATION ASSET SECURITY

Uniti's security responsibilities apply to all data, software and hardware. All data entered into, stored in, or retrieved from Uniti software or hardware is considered to be the property of Uniti. These items of Company property cannot be used for personal benefit or for any other improper purpose. All computer pass codes must be provided to supervisors. No pass code to the Company may be used.

Uniti must:

- Protect information assets as they relate to data (magnetic, image, and text) computer software.
- Prevent the misuse and loss of information assets.
- Establish and preserve Uniti's options and legal remedies in the event of information asset loss or misuse.

Uniti's specific goals for information asset security are:

- To ensure the continued confidentiality, integrity and availability of data.
- To provide for the privacy of proprietary, trade secret, personal, privileged, or otherwise sensitive data.
- To protect and preserve Company assets from misappropriation, misapplication, and conversion.
- To protect employees from unnecessary temptation to misuse Company data.
- To protect employees from suspicion if another individual misuses Company data.

UNAUTHORIZED RECORDING POLICY

Uniti respects the privacy of its employees and strives to protect all confidential and proprietary company information. Accordingly, Uniti prohibits the unauthorized or secret recording of confidential, proprietary or personal information and personal images or voices belonging to Uniti employees or customers.

No employee may record conversations, phone calls, images or company meetings with any recording device without prior approval. Further, Employees may not record telephone or other conversations they have with coworkers, managers or third parties unless such recordings are approved in advance. Recordings include audio and/or video, by any means, including smart phones.

Any individual requesting to record any interaction with persons associated with Uniti, its customers or vendors, must inform Human Resources of their intention and obtain authorization in advance. Uniti, in its sole discretion, reserves the right to refuse authorization for any reason.

This policy does not apply to security cameras installed at Uniti locations for the purpose of safety and monitoring employee performance, nor does it apply to the recorded line devices installed and used to monitor or record telephone calls in certain customer service environments. Nothing in this policy is intended to prevent employees from documenting unsafe workplace equipment or hazardous working conditions or documenting and publicizing discussions about terms and conditions of employment or otherwise restrict employees protected concerted activity.

Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. In addition, in states where unauthorized recording is illegal, the individual may also be subject to prosecution to the fullest extent permitted under the law.

PERSONAL PROPERTY

Personal property, while in most cases allowed on Uniti premises and in Uniti vehicles, cannot be considered as items for which the company is responsible in the event of fire, theft, or other loss.

WEAPON FREE WORKPLACE

For the safety and wellbeing of our employees, customers and guests, Uniti prohibits weapons and live ammunition on Company premises, including buildings, parking lots and vehicles. This policy includes employees and guests who may have a permit to carry a weapon unless state law requires otherwise. For purposes of this policy, "Company premises" includes any place that company business is conducted, such as customer locations, trade shows, and company sponsored event venues, and is not limited to company-owned or leased property. Unless contrary to state or local law, this policy specifically applies to all company-owned vehicles, all company-leased vehicles, all company-rental vehicles, and all personal vehicles when such vehicle is used to conduct any type of company business.

Uniti reserves the right to conduct reasonable, unannounced searches of all vehicles and personal property located on Company premises. This includes but is not limited to backpacks, desks, lockers, toolboxes, or bags of any kind. Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. However, refusal violates Uniti policy and may result in disciplinary action. Non-employees who refuse to allow an inspection will not be permitted on company or customer premises. Violations or suspected violations of this policy should be reported immediately to an employee's supervisor, Human Resources department, or Corporate Security. Employees violating any portion of this policy may be subject to disciplinary action, up to and including termination of employment.

INFORMATION SECURITY POLICY

Uniti employees and other authorized users of Uniti's computer resources share in the responsibility for security of all information which can be accessed via computer and are required to abide by this security guideline without exception. Information is one of Uniti's most valuable assets. It represents a tremendous investment in time, effort, and money. Protection of information is vital to maintaining our competitive edge and safeguarding our future – for both employees and customers. Protection of this asset requires

the participation and cooperation of everyone.

This security policy covers all information stored on or processed by any (mainframe, distributed, LAN, PC's, network, controllers, routers, servers, etc.) computer used by Uniti employees, clients, vendors, contractors, etc. This information includes but is not limited to, data, software, programs, reports, and documentation regardless of storage media.

All access must be requested via the IdentityIQ System or other appropriate request form designated for the systems needed. It must be authorized by the employee's manager or other authorized manager accepting responsibility for the account or actions of the account. All computer access requests will be submitted to Uniti IT Security or the appropriate administrative group for processing or coordination.

The use of Uniti computers is provided for Uniti for company use only. All information stored on, processed by, transmitted from, or received by these computers becomes the property of Uniti. Use of the Internet, Intranet, and Uniti's electronic mail system is permitted where such use is suitable for business purposes and supports the goals and objectives of Uniti and its business units. Uniti maintains the right to review any information accessed, sent or received via the Internet, Intranet, or electronic mail system.

The use of or copying of purchased software for use on any computer other than the computer for which it is licensed, is strictly prohibited. Installing or using unlicensed software on any computer is prohibited.

Each individual using a computer is assigned a unique LogonID and is responsible for their LogonID and Password. The LogonID is not to be shared or used by anyone other than the person assigned the LogonID. Any security violation traced to a LogonID is the responsibility of the person to whom the LogonID is assigned.

Security Passwords must be kept confidential and never written down, loaned, shared, or borrowed. It may be necessary for network administrators to request your password in the course of providing support. If this need occurs, you will need to change your password when support is complete. Anyone else requesting your password should be referred to Cyber Security.

Computers or terminals that are signed-on and not secured should not be left unattended or allowed to be used by others. Owners of Logon IDs should not leave signed-on computers or terminals unattended unless they utilize password protected screen savers, automatic inactivity signoff routines, or invoke other logical locking protection prior to leaving the computer or terminal.

No person with authorized access to a Uniti computer will attempt or participate in an attempt to bypass or modify any security-related process, procedure, programs or controls. Possession or use of computer software or processes that have the capability to bypass the computer security access or audit controls is prohibited and may result in immediate dismissal/termination.

Security violations may result in corrective action. Depending on the severity of the violation, this action may include, but is not limited to, a reprimand, demotion, denial to computers and information, employment termination, legal prosecution or any combination of these actions.

It is the responsibility of each individual employee to become familiar with and follow Uniti's Enterprise Security Policies. Any violation of these policies should be reported by using the "See Something, Say Something" link. The security policies and the "See Something, Say Something" link are located on the [Cyber Security page on Ustream](#).

SOCIAL MEDIA POLICY

Social media is a highly effective tool for employees to share ideas and stay connected across the company. To ensure that social media usage empowers employees to build successful online communities while also minimizing legal risks, Uniti has established the following rules and guidelines for use of internal social media networks, as well as use of external social media networks.

WHAT IS “SOCIAL MEDIA”?

“Social media” includes online platforms that facilitate activities such as professional or social networking, posting commentary or opinions and sharing pictures, audio, video, or other content. “Social media” includes personal websites and all types of online communities (e.g., Facebook, LinkedIn, Yelp, YouTube, Twitter (X), Instagram, TikTok, Reddit, Snapchat, blogs, message boards, and chat rooms), including social media platforms used internally such as Ustream, Teams, OfficeSuite HD Meeting®, Wikis, Confluence, and Microsoft Stream.

WHAT CAN/CAN’T I DO ON SOCIAL MEDIA?

While Uniti encourages engagement, please keep in mind that conduct that is not permissible in face-to-face situations in the workplace is not permissible online, even if done during non-work hours and/or away from the workplace on personal devices or home computers. The following rules are designed to assist you when interacting via social media.

YOU SHOULD:

- Respect the views of others and be courteous. It is ok to disagree or debate, but do so in a genuine, open, and respectful manner. Resist the urge to post sarcastic comments that do not enhance the discussion or exchange of information.
- Remain in line with Uniti’s core values, whether posting internally or externally about the company and our products and services.
- Be transparent and disclose in any external social media posting about Uniti or its services, or products that you are a company employee, and that your views are not necessarily those of Uniti.
- Protect confidential information about Uniti, your fellow employees and our customers and vendors by never posting such information on any social media platform.
- Post a profile picture on internal social media. Avatar photos on internal social media must identify you – this encourages engagement and collaboration. Your photo should be professional in nature. Photos of pets, kids, cartoon characters or other images are not acceptable profile photos and will be removed by administrators without notice to you.
- Maintain a professional background for virtual meetings. This includes both your physical background and virtual meeting backgrounds, should you choose to use one with Teams, OfficeSuite or other platform. Regardless of the type of background you use, inappropriate or offensive graphics or images should not be present. A variety of company-branded [virtual meeting background](#) options are available on [UStream](#) for employees to download and use.
- Use Uniti’s logos, brand names, taglines, slogans or other trademarks in compliance with company policies.

- Get an official response if you discover negative comments about Uniti, an employee, customer, vendor or agent on external social media platforms. Contact Corporate Communications at corp.corporate.communications@uniti.com and do not respond on your own.
- Report abusive or inappropriate content or comments on internal social media platforms to corp.corporate.communications@uniti.com. With Ustream, any user can mark content or comments as abuse. All reports of abuse are promptly reviewed by Corporate Communications and the Legal Department, and abusive content or comments will be removed from Ustream.

YOU SHOULD NOT:

- Engage in a disrespectful or discourteous manner. Comments and information exchanges should be professional and helpful.
- Expect privacy – your comments are public and permanent and may be discoverable and potentially used as an exhibit should Uniti become involved in a litigation or dispute, or used as part of a disciplinary action.
- Post any material that is obscene, false, profane, libelous, threatening, bullying, harassing, abusive, or hateful to another person or entity, or statements creating a hostile working environment based on a person's sex, race, religion, sexual orientation, disability or other protected characteristic. This includes posting inappropriate pictures.
- Use social media for non-business purposes while at work unless (i) you are complying with all company policies, (ii) the activity does not interfere with your work or your coworkers' work, and (iii) you only use social media for an insignificant portion of your workday.
- Make false statements that disparage Uniti's products/services or those of our vendors or competitors.
- Sell, solicit or distribute anything on internal social media networks. Internal social media should not be used as a forum for solicitation or personal gain.
- Allow non-employees to view internal social media networks. These networks are for employees only, as they may contain non-public, confidential company information.
- Do not use internal social media to engage in conversations that are primarily political in nature, regardless of the particular political view.

INTERNET USE GUIDELINES

Uniti Internet Access Appropriate Use Guidelines

Uniti has established these guidelines regarding employee use of the Internet, including sending and receiving electronic mail and Instant Messages. ***Violation of these guidelines may be subject to corrective action up to and including termination of employment.***

Use of the Internet by Uniti employees is permitted and encouraged where such use is suitable for business purposes and supports the goals and objectives of Uniti and its business units. The Internet is to be used in a manner that is consistent with Uniti's standards of business conduct as defined in the company's [Working with Integrity Guidelines](#), is a part of the normal execution of an employee's job responsibilities and does not compromise the security or the integrity of Uniti's information systems.

SCOPE

This policy applies to any person who uses the Internet with Uniti computing or networking resources. This policy covers all connections via intranet, extranet, Internet, and any remote methods that allow physical or logical connectivity to internal Uniti information systems using Uniti resources.

GUIDELINES

These guidelines are applicable whenever an employee:

- accesses the Intranet;
- accesses the Internet through company-provided equipment or Internet gateways, including company-provided mobile devices; or
- accesses the Internet in a manner in which they identify themselves as associated with Uniti.

Uniti provides Internet access to some of its employees to help them work efficiently and productively. Personal use, including personal electronic mail, is allowed provided that it is kept to a minimum, does not interfere with your work, and otherwise does not violate this policy and guidelines. You are expected to use good judgment while using the Internet and should be just as conscientious with respect to its use as with the use of any other Uniti equipment or services.

Employees are prohibited from using the Intranet, Internet or electronic mail for any of the following: to attempt any unauthorized access to data, breach any security measures on any communication system, or intercept any communication, without proper authorization;

- to access, receive or transmit any material that is offensive or harassing, sexually oriented, defamatory, or related to gambling;
- for any unlawful purpose; or
- to send any chain letters.

The Internet contains material that is protected by copyright and trademark laws. In certain instances, duplicating such material is illegal. If there is any doubt as to whether something can be lawfully duplicated, you should consult with your supervisor - before copying, printing, e-mailing or downloading such material.

Any communication through the Internet, including any electronic mail, can be intercepted. Absolutely no confidential information regarding Uniti should be sent via e-mail or posted in any other fashion on the Internet. All electronic mail must be sent through Uniti's electronic mail system, if available. For more information on sending and receiving electronic mail, see the Email/Messaging/Communications Policy.

Employees using Uniti equipment to access the Internet must use Uniti provided software and Internet gateways. This means that you may not use software that has not been licensed for use by Uniti, and value-added network accounts (e.g. Yahoo), use should be avoided with Uniti equipment.

Uniti assigns Internet accounts (via modem or proxy access through the corporate network) to individual employees, and these accounts may not be used by anyone else. Each account is designed to be used with a password to prohibit unauthorized access to that account. You are responsible for protecting the confidentiality of your password through means including using easy-to-remember but difficult-to-guess alphanumeric passwords, and periodically changing your password.

All files downloaded or received from the Internet should be scanned for the presence of computer viruses prior to accessing information in the file. Uniti provides virus-scanning software, available through IT Support Services that should be used for all virus scanning.

Employees should have no expectation of privacy regarding the use of the Intranet, Internet or electronic mail. In order for Uniti to enforce these guidelines, Internet access and electronic mail will be monitored

and audited. Uniti will routinely block, set specific time quotas, or defer for non-business- related connections. Uniti maintains the right to review any information accessed, sent or received by an employee through the Intranet, Internet or electronic mail.

Any questions regarding these guidelines should be addressed to WCI.Governance-Risk-Compliance@uniti.com.

ENFORCEMENT

Any suspected violations of these guidelines should be reported to your supervisor, another member of management, the Working with Integrity compliance committee, the Information Security Office or the Information Security Team responsible for your Business Unit. Violations of this policy may be subject to corrective action up to and including termination of employment.

APPROPRIATE USE POLICY FOR COMPANY PROVIDED CELLULAR DEVICES

Company Provided Cellular Devices

Uniti provides and maintains a corporate sponsored mobile device program (including monthly usage charges) to assist a subset of Uniti employees, primarily field technicians in the performance of their daily responsibilities. This device is intended for business use. Incidental personal use may be allowed, provided that it is kept to a minimum, does not interfere with your work, and otherwise does not violate these guidelines.

Like any other Uniti property, these mobile devices are company property. Additionally, content composed, sent, received, or stored on this device are and will remain the property of Uniti. They are not the private property of any employee. The confidentiality of any activity performed on this device shall not be assumed. Each device has limited storage availability which shall be maintained for business use; therefore, personal content should not be uploaded to this device, including but not limited to: music, pictures, videos, or other data.

Additional examples of violating our appropriate use policy are:

- Use as a hotspot for personal use, including tethering any devices for personal use
- Stream any music or video content for personal use examples include:
Pandora, Spotify, YouTube, ESPN, Netflix
- Upload personal content - music, pictures, videos
- Personal use of social media, including, but not limited to, Facebook, Instagram, Twitter, or Snapchat. *Note: Business approved use of social media platforms, for specific job functions, is not a violation of this policy.*
- Access, receive or transmit any material that is offensive or harassing, sexually oriented, defamatory, or related to gambling, or anything else that violates Uniti policies, or state and/or federal laws.
- Modifying the settings as to circumvent the normal operation of the device

Usage on the device and associated rate plans is monitored on a monthly basis and any extreme, unnecessary, or inappropriate usage is identified and sent to the appropriate management team to address.

Employees are generally prohibited from using cellular data to access non-work-related applications and or websites when unable to connect to Wi-Fi. However, eligible employees in certain outside sales positions are permitted to use cellular data to access and upload content to social media and other applications and or websites only if such access is for business related purposes and otherwise does not

violate this policy. Uniti employees are also responsible for complying with the *Uniti Internet Use Guidelines* (located in this policy manual), maintaining all baseline configurations as outlined in the Secure Configurations Standards, and the Enterprise Information Security Acceptable Use Policy located on Stream. Failure to adhere to these and other policy and compliance requirements may result in an employee being deemed ineligible for participation in Uniti's company cellular device program. These include, but are not limited to:

- Compliance with all other requirements outlined in this document or any other Uniti policy and or standard.
- Uniti mobile devices must never connect to any public Wi-Fi.
- Uniti mobile devices must never be charged using public charging stations (e.g., Conference Centers, Airports, Cafes, etc.).
- Employees must report any lost or stolen devices to Cyber Security immediately.
- If one in possession of a Uniti mobile device suspects that unauthorized access to company data has taken place, they must report the incident immediately to Cyber Security at WCI.cybersecurity@uniti.com

All drivers and passengers in Uniti vehicles must comply with all State and Federal laws governing the use of cellular telephones, including, "hands-free" requirements. Text messaging (texting) while driving is strictly prohibited by the [Uniti Driver Handbook](#).

Violation of the Company Provided Cellular Devices guidelines, Internet Use Guidelines and/or Enterprise Information Security Acceptable Usage Policy may result in discipline up to and including termination.

TRANSPORTATION AND COMPANY VEHICLES AND PERSONAL VEHICLES USED ON COMPANY BUSINESS

Personal Vehicle Use for Company Business

In the event of an accident by an employee in a personal car used for approved Uniti business, the vehicle owner's liability insurance (property damage and bodily injury to others) provides primary liability coverage.

VEHICLE REGULATIONS

The following should be observed when operating any Uniti-owned, leased, or rented vehicles:

- Uniti vehicles (unless otherwise authorized or as outlined below) are used only for Uniti business. No riders are allowed in Uniti vehicles other than Uniti employees or persons doing business for or with the Company.
- In situations where the operator of a Uniti-owned, leased or rented vehicle may be asked to garage that vehicle at their home, the operator may be allowed to transport their immediate family members (spouse, children or parents) incidentally to school or day care on their way to or from their work location and home. Operators may not transport non-immediate family members under any circumstance and will assume any liability associated with carriage of immediate family members through the execution of the ***Incidental Use of Uniti-Owned, Leased or Rented Vehicle Indemnification and Waiver of Liability Form***.
- No one may operate a Uniti vehicle except a Uniti employee 18-years-of-age or older with a valid and appropriate driver's license. It is the employee's responsibility to immediately notify their supervisor if they no longer have a valid driver's license. [Note: Operators of Uniti owned, leased or rented vehicles 10,001 pounds or greater (singly or in combination of any trailer or equipment),

must complete the Uniti required CMV training. Operators of any Uniti owned, leased, or rented vehicles 26,001 pounds or greater (singly or in combination of any trailer or equipment), must complete the Uniti required DOT training, obtain a commercial driver's license, complete a DOT driver qualification file and complete a required drug test).

- Operators of Uniti-owned, leased or rented vehicles or personal vehicles use on Company business must safely at all times while following all applicable federal, state and local laws, regulations and ordinances as well as Uniti practices. In addition, the vehicle operator is responsible for the safety of all occupants and their adherence to Uniti practices. The vehicle operator is responsible for any monetary restitution for traffic violations incurred.
- Operators may only carry as many passengers as the vehicle is designed to carry and where there is a seat belt or other approved restraining device available for use. Passengers may not be carried in the beds of pick-ups, cargo areas, trailers, etc.
- Operators must inform their immediate supervisor regarding any repairs needed in order to keep that vehicle in a safe operating condition. Operators of any Uniti-owned, leased or rented vehicle 10,001 pounds or greater (singly or in combination of any trailer or equipment), must complete a daily pre- and post-trip inspection form to report any safety defects for repair with documentation. Operators may not operate any vehicle with safety defects.
- Tobacco use is not allowed in Uniti vehicles.
- There should be no expectation of privacy in the use of Uniti vehicles, which are company property.

Operators should refer to the information published on the Intranet for guidelines regarding cell phone usage.

SAFE DRIVING

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and when using personal vehicles for company business.

Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the employee driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage. As such, Uniti endorses all applicable state motor vehicle regulations relating to driver responsibility. Uniti expects each driver to drive in a safe and courteous manner pursuant to the following safety rules and in accordance with all state and local laws.

Driver Safety Rules

1. Employees must have a valid and current driver's license to operate a company vehicle or a personal vehicle for company business. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.
2. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor and immediately discontinue operation of company vehicles or personal vehicles for business. Failure to do so may result in disciplinary action, up to and including termination of employment.
3. Driving while on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is strictly forbidden and is sufficient cause for corrective action, up to and including termination of employment. Further, no driver shall operate a company vehicle or personal vehicle for business when their ability to do so safely is

impaired by illness, fatigue, or injury.

4. Employees must comply with all state and local laws regarding the use of cell phones while driving. Cell phone use while driving should be kept to a minimum when possible. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in “hands free” mode via speaker phone. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
5. Texting while driving is strictly prohibited at all times.
6. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
7. All state and local laws must be obeyed at all times when operating a company vehicle or when using a personal vehicle for company business.

Violations of this policy may result in corrective action, and up to and including termination of employment.

TRAVEL AND EXPENSE REPORTING

OVERVIEW

Uniti has implemented a comprehensive [Travel and Entertainment Policy](#) that regulates travel and discretionary spend practices and provides guidance of how to obtain a Uniti Corporate Card. Employees should refer to the Travel and Entertainment Policy for complete information on travel and

expense reporting. Adherence to these guidelines is vital to the Company’s efforts to control travel costs, and violations may be grounds for employee corrective action, up to and including termination.

TRAVEL TRAINING GUIDELINES

Purpose

The objective of the Travel Training Guidelines is to communicate Uniti's policy concerning travel for training purposes. These guidelines only apply to non-exempt employees (hourly paid employees).

Training/Travel Time

The employee's supervisor/manager should coordinate departure times and dates with class schedules and travel distances involved in order for the employee to arrive within a reasonable time to rest and prepare for the first class. **The hours applicable for pay will cover the departure time from the employee's home or office to the hotel.** Travel time that occurs on an employee’s day off is compensated in the same manner as travel time on a scheduled workday. Travel time is included in the computation of overtime.

The employee will be paid for time spent in training course activities, which normally will not exceed eight hours per day. However, overtime will be paid when applicable during any given workweek. The time required to complete homework assignments will be considered applicable for pay purposes **only** when deemed necessary by the trainer. **Generally, early release from training will not be paid unless the appropriate manager designates such payment.**

Interim Travel Home

- **Training of Less Than Two Weeks** - Employees who elect to travel home during training courses which are two weeks or less in duration may do so at their own expense and time. However, if the cost to Uniti is less for the employee to drive home over the weekend than to stay at a hotel, then the employee's manager has the option to approve this request.
- **Training Exceeding Two Weeks** - During training courses that are more than two weeks in duration, employees may have one return home trip at Company expense provided class and study requirements permit. **Travel home, which will generally cover a weekend period, is an employee option, and consequently, this time is not considered as hours worked for pay purposes.**

- **Training of Four or More Successive Weeks** - The employee at their option may, in lieu of a trip home, transport a spouse at Company expense to the training location for a period not to exceed three days and three nights. Spouse expenses will include transportation, lodging, and meals.

The supervisor is responsible for counseling the employee regarding Company expectations for credit and calling card use, receipts, cash advances, and expenses such as lodging, meals, tips, parking/tolls, laundry, etc. Refer to the complete Travel & Entertainment Policy for information regarding mileage reimbursement and other travel expenses.

Management will determine travel arrangements to and from training locations. These decisions will be guided by the most economical and practical method available. Cost consideration should be given to driving versus commercial airline; transportation needs at the training location, employee compensation for travel time etc.

Medical Claims

If you are enrolled in a Uniti Medical Insurance plan:

- Although our insurance covers you while traveling internationally, we do not have network providers outside the US. All claims incurred internationally will be out-of-network.
- Contact the insurance company using the phone number on the back of your card with questions. BCBS's Global Core team can be reached directly at **800-810-BLUE**. Additionally, they have a website-www.bcbsglobalcore.com—that provides claim forms or online e-claim filing, provider search, medical translation tools, and more. For UMR, contact the number on the current insurance card and request claim information.
- Please follow the procedures listed in the applicable Summary Plan Description on the [benefits site](#) to file a claim.
- Uniti will not be responsible for medical care that is not work related.
- Stay well and ensure you are current on medication supplies and immunizations before leaving the U.S.

Covered Persons who receive services in a country other than the United States are responsible for ensuring the provider is paid. If the provider will not coordinate payment directly with the Plan, the Covered Person will need to pay the claim up front and then submit the claim to the Plan for reimbursement. The Plan will reimburse Covered Persons for any covered amount in U.S. currency. The reimbursed amount will be based on the U.S. equivalency rate that is in effect on the date the Covered Person paid the claim, or on the date of service if paid date is not known.

A complete claim must be submitted in writing and should include the following information:

- Covered Person/patient ID number, name, sex, date of birth, Social Security number, address, and relationship to Employee
- Authorized signature from the Covered Person
- Diagnosis
- Date of service
- Place of service
- Procedures, services or supplies (narrative description)
- Charges for each listed service
- Number of days or units
- Patient account number (if applicable)
- Total billed charges
- Provider billing name, address, telephone number
- Provider Taxpayer Identification Number (TIN)
- Signature of provider
- Billing provider

- Any information on other insurance (if applicable)
- Whether the patient's condition is related to employment, auto accident, or other accident (if applicable)
- Assignment of benefits (if applicable)

Please contact your local Human Resources Department if there are any questions concerning this policy.

LEAVING UNITI

OVERVIEW

For the purposes of record keeping and benefit determination, there are several categories to define an employee's termination of employment or leaving of Uniti. These categories include both voluntary and involuntary terminations. Voluntary terminations are employee-initiated actions, and involuntary dismissals are Company-initiated actions.

EMPLOYEE DEATH

Supervisors should follow the standard termination process so proper payroll and benefit actions can begin. When termination is a result of employee death, the termination date should be the date of death. Please contact your Human Resources Business Partner (HRBP) if you have questions about how to handle the situation appropriately.

INVOLUNTARY TERMINATION

Involuntary termination is termination due to reasons other than retirement and resignation. Reasons for and types of involuntary termination may include: inability to return from leave, employee death, workforce reduction, unsatisfactory performance or behavior that is unacceptable. Involuntary termination decisions must be approved by Human Resources. Once approval has been received, managers should access the [HR Solutions Center to complete a termination form](#).

POSITION ELIMINATION / WORKFORCE REDUCTION

A Uniti work force reduction or layoff refers to the involuntary termination of employment due to economic conditions, location closings, job elimination, layoffs or other similar situations. When employment is terminated due to position elimination/work force reduction, employees may be eligible for separation benefits in accordance with the terms of the applicable severance pay plan. All position eliminations must have human resources approval.

REFERENCES FOR FORMER EMPLOYEES

Recent court rulings have established that managers of companies are liable for giving vague, subjective, misleading and factually incorrect job references on former employees. Managers are cautioned that other employers requesting job references must furnish the employee with a copy of the reference if the employee requests it. Written letters of reference will not be provided to terminating employees except in the most unusual situations and must be approved by Employee Relations. Uniti managers are prohibited from giving oral or written references.

At the employee's request, employers in some states are required to furnish terminating employees certain work history information. Such employee requests should be forwarded to the Employee Relations Department for appropriate action. All requests for references or employment verification must be sent to the Corporate HRIS Department.

RETIREMENT

Employees should give Uniti a 30-day notice regarding their retirement plans. Supervisors should follow standard termination procedures and notifications for the retirement process. Please refer to the Vacation

and Optional Holiday sections of this document for eligibility requirements.

The following eligibility rules are what Uniti uses to determine if an employee is retirement eligible:

Eligibility Rules for Uniti Retiree Health Benefits

- Age 55-with at least 20 years of service
- Age 60-with at least 15 years of service
- Age 65-with at least 5 years of service

**** Bargaining groups have different eligibility rules. Please reference your bargaining agreement for details.**

RETIREE BENEFIT OPTIONS

Your retirement benefits are determined by your current benefits as an active employee. The following plans can be carried into retirement if enrolled as an active employee at the point of employment termination. Coverage limits on life insurance are found in the life insurance certificate on the benefits site.

- Medical with prescription (up to age 65)
- Dental
- Vision
- Supplemental Life
- Supplemental AD&D (up to age 70)
- Spouse Life
- Child Life

HEALTH AND LIFE INSURANCE PLANS OVERVIEW

Uniti eligible retirees and dependents under age 65 may elect coverage from the Uniti Retiree Health Plans, which includes medical, dental and vision. For those over age 65, you may elect dental and/or vision coverage. Only coverage that is carried at the point of retirement can be continued as a retiree.

Once you reach age 65, you will enroll in Medicare and/or a supplemental plan through a private insurance carrier; you will no longer have access to Uniti group medical coverage. Here are few ways to research Medicare and reach out to the Social Security Administration:

To enroll in Medicare coverage, visit www.socialsecurity.gov on the web, or call Social Security at 1-800-772-1213. TTY users should call 1-800-325-0778.

To learn more about Medicare, visit www.medicare.gov on the web, or call 1-800-MEDICARE (1-800- 633-4227). TTY users should call 1-877-486-2048.

You may also go to your local Social Security Administration and talk to someone in person.

Delta Dental and VSP are our dental and vision coverage providers. Retiree Life and Accidental Death & Dismemberment coverage is offered through Standard Insurance Company. To learn more about the healthcare plans and life insurance please visit on the benefits site and click on the retirement tab.

COBRA

You and/or your covered dependents will have the opportunity to continue medical, dental, and/or vision benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical, dental, and/or vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct; or
- Your employment status changes due to a reduction in hours; or

- Your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- You become divorced or legally separated; or
- You become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For more information regarding COBRA, you may contact Human Resources.

RETIREE ELIGIBILITY FOR REHIRE

Federal tax and pension laws do not permit companies to recognize transactions without substance. Therefore, Uniti cannot permit an employee to "terminate" employment, receive a distribution from a pension plan, and be immediately rehired. The law provides that there must be a clear and permanent intent to separate from service in order for a pension distribution to be made.

To assure compliance with federal tax and pension laws that all pension distributions commence after a bona fide retirement, Uniti requires a minimum no re-hire period of six (6) months for Uniti retirees who are eligible for and have received a pension distribution. In addition, please note that retirees have no absolute right to re-employment.

Pension distributions and medical benefits will be handled according to the applicable plan guidelines. Accordingly, a rehired retiree who becomes an active employee may lose retiree medical benefits. Also, applicable pension distributions will cease, and future distributions will be delayed until active employment is terminated.

Eligibility for health and welfare benefits, retirement plans, and all time off benefits will follow the new hire guidelines outlined in this document or the applicable collective bargaining agreement.

TERMINATION PROCEDURES

The Human Resources Business Partner (HRBP) and the HR Solutions Center (HRSC) should be notified of a resignation immediately, and a copy of the resignation letter should be sent to the HR Solutions Center. The following procedures should be completed prior to the employee's termination date unless noted otherwise below.

- Ask all employees who are voluntarily leaving Uniti to contact the HR Solutions Center at 1-855-411-6947. Information regarding benefits, final paycheck, and a link to complete the Exit Interview will be provided. The Exit Interview should take 3 minutes or less and will provide valuable information to help make Uniti a better place to work.
- Upon receipt of an employee's resignation by the HRSC, an HR Advisor will:
 - Initiate the Termination Form via Dayforce.
 - Disable employee's LAN, email, RAS, Wireline and Wireless business applications access (including billing system access). (The effective date for system deactivation is the day following the termination date.)

In addition to informing the Human Resources Business Partner (HRBP) and the HRSC, the Manager should:

- Recover all Company property in the employee's possession. To include but not limited to:
 - Keys: office, desk, and cabinet
 - Corporate Credit Card
 - Company provided Cell Phone and other communication devices (e.g., iPad)
 - Software or other equipment

- Collect badge and forward it to Corporate Security
- Disable employee's access to all other systems not covered by the Online Security Request System using the system specific form (e.g., Uniti Financial System (WFS), HRIS, HRMS).
- Contact [Corporate Facilities](#) to disable fuel card PIN and company voicemail. Outside of Little Rock, contact your local facility administrator.
- Disable the employee's cell phone by contacting CORP.Cellphones@uniti.com
- Reconcile outstanding travel and business expenses, as well as advances or payments to employees that are eligible for reimbursement. They may include, but are not limited to:
 - Relocation Assistance Payments
 - Educational Assistance Payments
 - Training costs
 - Front pay (if applicable)
 - For assistance, please contact WCI.Corporate.Card@uniti.com.

VOLUNTARY TERMINATION

Voluntary termination occurs when an employee chooses to resign from their employment. Employees may resign at any time, for any reason; however, Uniti requires employees to provide two weeks (ten days worked) notice to qualify for certain termination benefits. When possible, employees should provide a written resignation letter or email. Paid or unpaid absent time is not considered part of the notice period.

Normally, resigning employees should be allowed to work through their two-week notice period. However, occasionally it is in the best interest of the Company for the employee to stop working at the time of notice. In this case, the manager may decide to release the employee early and pay them in lieu of the notice. In this situation, the termination would be effective two weeks after the employee gave notice.

When an employee resigns without proper notice their record is marked as ineligible for rehire and remaining vacation benefits are forfeited for pay purposes except where provided for by State law. Employees who are voluntarily leaving Uniti are asked to complete the [Exit Interview Survey](#) prior to their last day.

BRIDGE OF SERVICE - FOR VACATION AND TIME OFF PURPOSES ONLY

A rehired employee may be eligible to have previous Uniti service credited (bridged) for certain benefits (i.e. vacation pay). However, there may be exceptions, as certain benefit plans have their own individual bridging rules that are controlling for purposes of eligibility, vesting and benefit accruals. In addition, an employee deemed a rehire by virtue of having worked for a company Uniti acquired or merged with may be subject to service bridging rules contemplated outside of Employee Handbook (found in the merger agreements with those companies.)

The following are guidelines for bridging a rehired non-bargaining employee's service:

- The employee's previous service must have been as a regular full-time, regular part-time, or a temporary employee employed directly with Uniti and not through a third-party provider.
- If a temporary employee who was on Uniti's payroll is subsequently reclassified to regular employee status (with or without a break in service), the temporary time actually worked is eligible for bridge of service. The time during the break in service will not be bridged.
- If an employee is terminated from Uniti's payroll for less than one year, the employee's original service date applies.
- If an employee is terminated from Uniti's payroll for more than one year but less than five years, the employee's service will be bridged based on the number of years of active employment with the company.
- An individual terminated from Uniti's payroll in excess of five years is not eligible to have any

previous service bridged.

APPENDIX A- NYCCHR REQUIRED NOTICE

STOP SEXUAL HARASSMENT ACT FACTSHEET

All employers are required to provide written notice on employees' rights under the Human Rights Law both in the form of the displayed poster **and** as an information sheet distributed to individual employees at the time of hire. This document satisfies the information sheet required

The NYC Human Rights Law

The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants. Violators can be held accountable with civil penalties of up to \$250,000 in the case of a willful violation. The Commission can also assess emotional distress damages and other remedies to the victim, can require the violator to undergo training, and can mandate other remedies such as community service.

Sexual Harassment Under the Law

Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching of employees or customers
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress

- conditioning promotions or other opportunities on sexual favors
- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak

out against sexual harassment in the workplace. The NYC Human Rights Law prohibits employers from retaliating or discriminating "in any manner against any person" because that person opposed an unlawful discriminatory practice. Retaliation can manifest through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The NYC Human Rights Law protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your



workplace, or human resources as soon as possible.

Report sexual harassment to the NYC Commission on Human Rights. Call 718-722-3131 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination. You can file a complaint anonymously.

State and Federal Government Resources

Sexual harassment is also unlawful under state and federal law where statutes of limitations vary.

To file a complaint with the New York State Division of Human Rights, please visit the Division's website at **www.dhr.ny.gov**.

To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at **www.eeoc.gov**.

NW:

BILL DE BLASIO
Mayor

**Commission on
Human Rights**

CARMELYN P. MALALIS
Commissioner/Chair



APPENDIX B-SEXUAL HARASSMENT PREVENTION POLICY FOR NEW YORK EMPLOYEES

Introduction:

Uniti is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Uniti's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Uniti. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Uniti's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Uniti. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Uniti will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Uniti who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees¹ working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or a member of the Human Resources department. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Uniti to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Uniti will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Uniti will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Uniti will provide all employees a complaint form for employees to report harassment and file complaints.

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Uniti.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

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

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

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

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

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

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

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

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

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to their Human Resources Business Partner (HRBP).

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

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

Complaint and Investigation of Sexual Harassment

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

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and

alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Uniti will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Human Resources will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Uniti but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Uniti, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

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

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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

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

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

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

Civil Rights Act of 1964

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

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An

individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

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

APPENDIX C- CCPA NOTICE AT COLLECTION FOR EMPLOYEES AND APPLICANTS

Uniti Group collects and uses Personal Information for human resources, employment, benefit administration, health and safety, and business-related purposes and to be in legal compliance. Below are the categories of Personal Information we collect and the purposes for which we intend to use this information:

- Identifying information, such as your full name, gender, and date of birth.
- Demographic data, such as race, ethnic origin, marital status, disability, and veteran or military status.
- Contact information, such as your home address, telephone numbers, email addresses, and emergency contact information.
- Dependent's or other individual's information, such as their full name, address, date of birth, and Social Security numbers (SSN).
- National identifiers, such as SSN, passport and visa information, and immigration status and documentation.
- Educational and professional background, such as your work history, academic and professional qualifications, educational records, references, and interview notes.
- Employment details, such as your job title, position, hire dates, compensation, performance and disciplinary records, and vacation and sick leave records.
- Financial information, such as banking details, tax information, payroll information, and withholdings.
- Health and Safety information, such as health conditions (if relevant to your employment), job restrictions, workplace illness and injury information, and health insurance policy information.
- Information Systems (IS) information, such as your search history, browsing history, login information, and IP addresses on Company's information systems and networks.

The Company collects Personal Information to use or disclose as appropriate to:

- Comply with all applicable laws and regulations.
- Recruit and evaluate job applicants and candidates for employment.
- Conduct background checks.
- Manage your employment relationship with us, including for:
 - onboarding processes;
 - timekeeping, payroll, and expense report administration;
 - employee benefits administration;
 - employee training and development requirements;
 - the creation, maintenance, and security of your online employee accounts;
 - reaching your emergency contacts when needed, such as when you are not reachable or are injured or ill;
 - workers' compensation claims management;

- employee job performance, including goals and performance reviews, promotions, discipline, and termination; and
 - other human resources purposes.
- Manage and monitor employee access to company facilities, equipment, and systems.
- Conduct internal audits and workplace investigations.
- Investigate and enforce compliance with and potential breaches of Company policies and procedures.
- Engage in corporate transactions requiring review of employee records, such as for evaluating potential mergers and acquisitions of the Company.
- Maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance.
- Perform workforce analytics, data analytics, and benchmarking.
- Administer and maintain the Company's operations, including for safety purposes.
- For client marketing purposes.
- Exercise or defend the legal rights of the Company and its employees, affiliates, customers, contractors, and agents.

To view our applicant/employee privacy policy, visit [the benefits site](#).

If you have any questions about this Notice or need to access this Notice in an alternative format due to having a disability, please contact Uniti at 855-411-MYHR.

New York Employee Notice:

NY Civil Rights Law, Section 52-C requires that the written notice advise employees: that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.



PAIDSICKLEAVE Notice of Employee Rights

Healthy Workplaces Act | NMSA 50-17-1 to 50-17-12 | Effective date: July 1, 2022

Labor Relations Division

401 Broadway NE, Albuquerque, NM 87102

Albuquerque: (505) 841-4400

• Santa Fe: (505) 827-6838

• Las Cruces: (575) 524-6195

Accrual

Employees accrue one hour of earned sick leave for every thirty hours worked, starting their first day of work. Up to 64 hours of unused earned sick leave can carry over year-to-year.

The Act provides minimum requirements; other laws or employer policies may provide for more accrual, use, or carry over of earned sick leave. The Act does not preempt or override the terms of any collective bargaining agreement.

The Act applies to all employees—full-time, part-time, seasonal, and temporary. The Act also applies to employees who are salaried, tipped, or on a per-diem schedule, as well as employees paid on task, piece, or commission basis. Employees may not contract out of or agree to waive their rights under the Act.

USE OF PAID SICK LEAVE

Employees may use up to 64 hours of earned sick leave per twelve-month period, if they work enough hours. Individual employers may set a higher limit. Employers may select when the 12-month period begins.

PAY

Used sick leave is compensated at the employee's usual hourly rate and benefits. The hourly rate must be at least minimum wage.

Reason for Use of Leave

Employees may use accrued sick leave for the following reasons:

- Employee's treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Care of employee's family members for treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Meetings related to employee's child's health or disability.
- Absence necessary because of and related to domestic abuse, sexual assault, or stalking suffered by the employee or their family member.

USE OF SICK LEAVE

Employers must grant use of earned sick leave upon the oral or written request of an employee or an individual acting on the employee's behalf. When possible, the request must include the expected duration of the absence. An employer may not condition an employee's taking earned sick leave on the employee searching for or finding a replacement worker to cover during the employee's absence. An employer may not require an employee to use other paid leave before the employee uses sick leave pursuant to the Act.

The employee should notify the employer in advance when use of sick leave is foreseeable and make a reasonable effort to schedule the leave so it does not disrupt business operations. When use of sick leave is not foreseeable, the employee must notify the employer as soon as practicable.

NOTICE

An employer must give written or electronic notice of employee rights and the Act's terms and provisions to an employee at the start of employment. This notice must be in English, Spanish, or any language that is the first language spoken by at least ten percent of the employer's workforce, as requested by the employee.

REASONABLE DOCUMENTATION

An employer may require reasonable documentation verifying the sick leave was used for a covered purpose if the employee uses two or more consecutive workdays of sick leave. Employers must treat all information obtained related to an employee taking sick leave as confidential.

Document Retention

Employers must keep records documenting hours worked by employees and earned sick leave accrued and taken by employees for four years.

Retaliation Prohibited

Employers may not take or threaten an adverse action against an employee that is reasonably likely to deter employees from exercising or attempting to exercise their rights under the Act. Employers may not retaliate because an employee raises concerns about violations of the Act, exercises their rights under the Act, or participates in investigations or legal proceedings related to alleged violations of the Act.

Examples of retaliation include the following: denying use or delaying payment of earned sick leave, termination, reducing work hours, giving the employee undesirable assignments or scheduling, threats, discipline, counting use of earned sick leave hours as an absence that may lead to any adverse action, or any other employment action considered less favorable.

Complaint Process

The New Mexico Department of Workforce Solutions, Labor Relations Division, enforces the Act. Any employee aggrieved by a violation of the Act may file a complaint with the Labor Relations Division by calling (505) 841-4400, visiting www.dws.state.nm.us, or going to a New Mexico Workforce Connections Office. Notice: The Division will disclose complainant's identity as part of the investigation. An employee's legal status for presence in the United States is not a defense to any action brought pursuant to the Act.

Employees must file a complaint with the Division or file a civil action in a court within three years from the date the alleged violation occurred.

An employer found to be in violation of the Act will be liable for damages and/or penalties pursuant to the Act.

For more details, see the full text of the law and regulations, available at
www.dws.state.nm.us

Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
 - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
 - Caring for a family member with a serious health condition.
 - Caring for your own serious health condition.
 - Making arrangements for a family member's military deployment.
 - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

Filing Claims

- Employees will not be able to file for benefits until the last quarter of 2023. Benefits will be available starting January 2024. Instructions on how to apply for benefits will be available on famli.colorado.gov in the last quarter of 2023.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application, along with required documentation, directly to the FAMLI Division. Employers cannot make employees apply for FAMLI benefits.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and every two weeks thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers must maintain health care benefits for employees while they are on FAMLI leave, and both the employer and the employee remain responsible for paying for those benefits in the same amounts as before the leave began.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.



APPENDIX G – INSIDER TRADING POLICY

This Insider Trading Policy (this “Policy”) prohibits illegal or improper “insider trading” by the employees and officers (the “Employees”) and members of the Board of Directors (the “Directors”) of Uniti Group Inc. (the “Company”). The philosophy behind this Policy is the Company’s desire to avoid even the appearance of improper conduct on the part of its Employees and Directors, and to promote transparency and promptness in the public reporting of transactions in the Company’s securities by certain Employees and all Directors.

I. Insider Trading

A. Definitions

1. Trading in Company Securities. For the purposes of this Policy, trading in the Company’s securities refers to trading in the Company’s common stock, any derivative securities tied to the value of the Company’s common stock, including puts, calls, equity collar or forward purchase or sale transactions, swaps and single stock futures, and any debt securities of the Company (all such securities are referred to in this Policy as “Company Securities”).

2. Insider Trading. For purposes of this Policy, “insider trading” is (i) the purchase or sale of Company Securities on the basis of material non-public information or (ii) the purchase or sale of the securities of any other company, including the Company’s customers or vendors, on the basis of material non-public information about that company obtained through your relationship with the Company. All such transactions are equally prohibited while you are in possession of material non-public information.

3. Material Information. “Material” information is any information that a reasonable person would consider important in making a decision to buy, sell or hold securities. In other words, for information to be material there must be a substantial likelihood that the disclosure of the information in question would be viewed by a reasonable investor as having significantly altered the total mix of available information. Common examples of information which may be material include information relating to: projected earnings or losses or changes in historical earnings or losses; a pending or proposed merger, acquisition, joint venture, tender offer or exchange offer; a sale of significant assets or the disposition of a significant division or subsidiary; changes in dividend policies or the declaration of a stock split or other changes in capital structure, including any securities offering; changes in executive management; impending bankruptcy or financial liquidity problems; significant changes in operations; important litigation; and changes in, or significant developments involving, outside auditors.

4. Non-Public Information. For purposes of this Policy, information should be considered “non-public” if it has not been broadly disseminated to the investing public, either by the Company itself or through the news media or other sources available to the general public. Market rumors should be considered, for purposes of this Policy, non-public, unless they have been disseminated to the public through the news media.

B. Consequences of Insider Trading. Individuals who trade on the basis of material non-public information or “tip” material non-public information to others (that is, disclose the information to others who use the information for trading activities) face, in addition to other civil and criminal actions the Securities and Exchange Commission (“SEC”) or the United States Department of Justice may bring, sanctions of: (i) a civil penalty of up to three times the profit gained or loss avoided; (ii) a criminal fine (no matter how small the profit) of up to the greater of \$5 million or three times the profit gained or loss avoided; and (iii) a jail term of up to twenty years. Any of these consequences – even an SEC investigation that does not result in prosecution – can tarnish your reputation and irreparably damage your career. Regardless of whether the government seeks to impose a penalty for a particular act, the Company expressly reserves the right to impose any disciplinary measure or other action that it deems appropriate. This discipline may be imposed not only for unlawful conduct, but also for breaches of this Policy or conduct the Company regards as

unethical, inappropriate, or simply not meeting its standards of propriety.

C. **Company Policy.** If you possess any material non-public information relating to the Company, neither you, nor any person living in your household or financially dependent upon you, nor any entity or securities account controlled by you, may buy, sell or otherwise trade in Company Securities, or engage in any other action in relation to Company Securities, or pass along directly or indirectly, the material non-public information. You must also refrain from trading in the securities of any other company, including vendors, on the basis of material non-public information about that company obtained through your relationship with the Company. Transactions that may be necessary or justifiable for independent reasons (such as the need to raise money for an emergency expenditure) are not exempt from these rules.

D. **Tipping Information.** Whether the information is proprietary information about the Company or information that could influence the market activity in Company Securities, you must not pass any material non-public information on to others. In addition, just as the prohibition against trading extends to securities of any company other than the Company, including vendors, on the basis of material nonpublic information, the ban on disclosing to others material non-public information also extends to the securities of such other companies. Penalties for insider trading may apply regardless of whether you benefit from another's trades, or whether you knew that the person to whom you disclosed information was going to trade on the information. Material non-public information quite simply must be kept confidential.

E. **Other Restrictions on Trading.** Regardless of whether you are in possession of material non-public information, there are certain transactions that you may not engage in at any time. You are prohibited from engaging in any transaction in derivative securities that reflects speculation about the price of Company Securities (i.e., exchange traded options, whether puts or calls) or any transaction in Company Securities that may place your financial interests against the financial interests of the Company. For instance, you may not sell Company Securities "short", i.e., sell stock that you do not own, which would allow you to profit from a decline in the price of the Company stock.

II. Trading Restrictions Applicable to Directors and Section 16 Officers

In addition to the basic Insider Trading Policy applicable to all Employees and Directors, the Company's "Section 16 Officers" and Directors are subject to additional restrictions. For purposes of this Policy, the term "Section 16 Officers" refers only to those officers who have been identified by the Company's General Counsel and/or designated by the Board as having to file Forms 3, 4 and 5 with the SEC pursuant to Section 16 of the Exchange Act. These additional restrictions are designed to ensure compliance with provisions of the securities laws specifically applicable to Section 16 Officers and Directors and to prohibit trading during periods when there is a greater likelihood of possessing material non-public information. If you are a Section 16 Officer or a Director of the Company, the following restrictions will apply to you.

A. **Advance Notice of Trades.** As a Section 16 Officer or a Director you may not (i) buy, sell or otherwise transfer ownership of Company Securities, (ii) make any election or change an election related to a Company Security in a Company sponsored employee stock purchase plan or benefit plan, or (iii) pledge or hypothecate beneficial ownership of a Company Security (including placement of securities in a margin account with a broker) (collectively, "Transactions in Company Securities") unless you provide reasonable advance notice to the Company's General Counsel.

A. When You May and May Not Trade

1. **When You May Trade (open trading window).** If you are not in possession of material non-public information, you may engage in Transactions in Company Securities on the first trading day following the day quarterly earnings are released to the public until the last day of the fiscal quarter during which such earnings are released.

2. When You May Not Trade (closed trading window). Regardless of whether you are in possession of material non-public information, you may not engage in Transactions in Company Securities from the last day of each fiscal quarter until the first trading day following the day quarterly earnings are released to the public – a period of approximately 15 days.

3. Other Times When You May Not Trade. There may be other times when you should not trade because of material non-public information. If you have any questions regarding whether you possess material non-public information, you should not take it upon yourself to make that determination. You should contact the Company's General Counsel or the Chief Financial Officer.

C. Frequency of a Purchase and Sale or Sale and Purchase. You should not make both a purchase and sale or sale and purchase within a six-month period. Although it is not unlawful to engage in a purchase and sale or sale and purchase within a six-month period, if you do so, federal securities laws require that you forfeit any profits from the transaction(s) to the Company. Exercises of options received from the Company and purchases under the 401(k) Plan will not be matched against sales. A purchase and sale due to a transfer in to or out of the Company stock fund under the 401(k) Plan could be matched against each other if they occur within a six-month period.

D. Additional Blackout Periods Related to 401(k) and Other Retirement Plans. In the future, there may be blackout periods under the Company's 401(k) Plan or similar retirement plans. A blackout period means a period of time during which Employees may not trade Company Securities within the retirement plan experiencing the blackout period. If such a blackout period is in effect, then, for the duration of the blackout period, you will not be permitted to engage in Transactions in Company Securities. You will be advised in advance if such a blackout period will occur and the period during which no Transactions in Company Securities will be permitted.

E. Required Forms. You must file a Form 3 with the SEC within 10 days after becoming a Section 16 Executive Officer or Director. You must report on Form 3 information about all classes of Company Securities beneficially owned by you at the time you become a Section 16 Executive Officer or Director. In addition, when you acquire or dispose of Company Securities, you must file one or more forms with the SEC.

1. Seller's Forms. If you are selling Company Securities or engaging in other Transactions in Company Securities considered under SEC rules to be similar to a sale, you must file a form with the SEC both before and after you trade.

a. Before you sell (or on the day of your sale), you must file a Form 144 with the SEC if you sell more than 5,000 shares or \$50,000 worth of Company Securities within any six-month period.

b. After you sell, you must file a Form 4 to report your holdings of Company Securities to the SEC within two business days of any trade.

2. Buyer's Forms. If you buy or acquire any Company Securities, only a Form 4 is required, and it must be filed within two business days of the trade.

3. Year-end Reporting. You also may be required to file a Form 5, which is a year-end report that is due to the SEC within 45 days after the close of our fiscal year end, for any Transactions in Company Securities you conducted during the year that was either not reported or was not required to be reported on Form 4 discussed above (e.g., a gift of Company Securities).

4. Failure to File Required Forms. The Company must disclose in its proxy statement those individuals who fail to file required reports in a timely manner with the SEC. This is embarrassing for you and for the

Company and can easily be avoided by careful attention to the reporting requirements.

5. Who is Covered by These Rules. These rules apply to Section 16 Executive Officers and Directors, any person living in their household or financially dependent upon them, and any entity or securities account controlled by them. These rules may also apply to other entities in which a Section 16 Executive Officer or Director has an ownership interest, including partnerships.

If you have any questions regarding this Policy, please contact the General Counsel or the Chief Financial Officer.

APPENDIX H – REGULATION D CORPORATE DISCLOSURE POLICY

Uniti Group Inc. (the “Company”) is committed to maintaining an open dialogue with analysts and to providing disclosure of information about the Company in a fair manner. Accordingly, this policy has been adopted pursuant to authorization by the Board of Directors of the Company to govern all communications by designated spokespersons of the Company and its subsidiaries with securities analysts or other securities market professionals, investors and stockholders (generically referred to herein as “analysts”). It is the Company’s policy that all such communications will comply with applicable law, including the Securities and Exchange Commission’s Fair Disclosure Regulation (“Regulation FD”). The following are guidelines that have been adopted in order to address specific disclosure situations.

A. Authorized Associates

The only associates authorized to discuss material information about the Company with market professionals and the Company stockholders are the following (each referred to as a “Spokesperson”):

- Chief Executive Officer,
- Chief Financial Officer,
- General Counsel, and
- other Company employees specifically designated by any of the above individuals to speak with respect to a particular topic or purpose.

Designated Spokespersons may be added or deleted from time to time, and this policy will be amended to reflect any future changes.

B. Material Information

Information about the Company is considered material if a reasonable person would consider such information important in making a decision to buy, sell or hold the Company’s securities. Information about the following could be material:

- quarterly or annual earnings results;
- mergers, acquisitions, tender offers, joint ventures, divestitures or other changes in assets;
- dividends;
- stock repurchase programs;
- stock splits;
- management changes or changes in control;
- public offerings or private sales of securities;
- major litigation;
- change in auditors or disagreements with auditors; and
- deterioration in the Company’s credit status.

C. Quarterly Earnings Release

The Company will always invoke a quiet period that will generally begin at the end of each quarter. Private analyst conferences and investor presentations should be scheduled outside this period if possible.

The Company will invite everyone to listen to quarterly earnings conference calls (via webcast) by issuing a press release 1 to 4 weeks prior to the call. The press release will disclose the date, time and access information for the call, and it will also indicate the method that a recording of the call will be accessible following the call. The calls will generally be held at 4:30 p.m. Central Time on the date of release, and the Company will not discuss the earnings release with any analysts prior to the call. Management’s opening remarks will be prepared in advance, and the Company will invoke the Private Securities

Litigation Reform Act ("PSLA") safe harbor disclosure during each call. An archive of each call will be available via the internet. A transcript of the call will generally not be posted. The conference call will be moved to an archive section of the web site and clearly identified as historic information shortly after posting.

The Company will continuously tailor forward-looking PSLA safe harbor disclosures to the forward-looking statements contained in earnings releases and other public disclosures.

D. Financial Guidance

From time to time, the Company may issue guidance regarding financial goals. Guidance will generally be provided in the first quarter of each fiscal year.

The Company will respond to questions regarding financial guidance only during earnings conference calls or other forums that have been adequately disclosed in compliance with Regulation FD. The Company will not provide guidance (including providing comfort with a range of analysts' estimates) or engage in "ballparking" with analysts in non-public forums. Spokespersons may refer analysts back to the financial guidance made in the earnings press release or on the conference call. If material changes have occurred, no referral should be made until the Company has issued adequate public disclosure updating the prior guidance.

If business trends or internal forecasts suggest that a change in any outstanding financial guidance is material, the Company will consider whether to update financial guidance through adequate public disclosure.

In the event an analyst conference or meeting is held within a quiet period, only historical information that has previously been broadly disseminated may be disclosed.

E. Analysts' Reports

If the Company is presented with an analyst report or model, the Company will review it only for accuracy of publicly disclosed historical facts and will not distribute analysts' reports or models to investors or provide links to analysts' websites from the Company's website unless an adequate and appropriate disclaimer is made.

F. One-on-One Analyst Meetings

From time to time, the Company may engage in one-on-one meetings with analysts, but only Spokespersons and other persons designated by a Spokesperson may participate. A Spokesperson may not provide material information to an analyst unless that information has been previously or is simultaneously disclosed in a manner intended to provide broad, non-exclusionary distribution of the information to the public. In the event of an inadvertent disclosure of information that might be deemed material, the disclosing person should immediately consult with the Company's General Counsel or the Chief Financial Officer as to whether prompt public dissemination of such information is required. In the event prompt public dissemination is required, the Company will issue a press release or file a Form 8-K as soon as possible (within 24 hours or by the start of the next trading day, whichever is later).

G. Industry-Sponsored Analyst Conferences

If the Company intends to disclose material non-public information at an industry-sponsored analyst conference, then the presentation should be preceded by a press release 1 to 3 days before the event disclosing that such information will be discussed and instructing interested parties how to listen to the presentation. The presentation should be simultaneously distributed to the public via webcast, with subsequent archiving consistent with the earnings release practices.

In the event that an inadvertent disclosure is made at an industry-sponsored analyst conference, the Company will immediately inform the audience, request a 24-hour embargo on the use of the information, and then issue a press release or file a Form 8-K as soon as possible (within 24 hours or by the start of the next trading day, whichever is later).

The Company will always invoke the PSLA safe harbor disclosure at the beginning of any industry-sponsored analyst conference presentation.

H. Pre-Clearance Procedures

All public disclosures relating to the Company's financial condition, including disclosures regarding material business developments, should be cleared in advance by the Company's General Counsel or Chief Financial Officer, who will assess compliance with Regulation FD, the need for the safe harbor forward-looking statements, and will determine consistency of the information with internal data such as board packages and management presentations or budgets.

I. Social Media

The Company may use social media channels to distribute material Company information, including material financial information. No accompanying press release is required for social media disclosures.

Social media channels utilized will be set forth on the Company's investor relations section of its website as more fully described below. Personal social media channels maintained by executive officers are not proper channels to distribute material Company information and will not be utilized.

The forward-looking PSLA safe harbor disclosures will be added to posts containing estimates or forward-looking statements.

The Company will maintain a social media disclosure policy on the investor relations section of its website alerting investors, the media, customers, and others interested in the Company to visit the social media sites and review information posted. The policy will include a current list of social media sites utilized to distribute material information.