



EXPERIENCE POLICIES

March, 2024

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At-Will Employment Policy

You are essential to the work performed at Acrisure. We want you to understand how we do business. The Experience Policies, therefore, explain key expectations we have for you and what you can expect from us. Except for the Code of Conduct, the Experience Policies supersede and replaces all inconsistent policies, practices, and guidelines.

These policies are written to protect your rights and Acrisure's rights. It is a statement of policies and not intended to be a contract guaranteeing any specific terms of employment, nor is it intended to otherwise create any other contractual obligations with respect to your employment. You are employed "at will"; any contrary statements are not binding upon Acrisure, unless in writing and signed by an Acrisure Officer. Nothing in the Experience Policies can be construed to contradict, limit or otherwise affect your right or Acrisure's right to end your employment relationship at any time with or without notice or cause. Acrisure reserves the right to interpret and administer the provisions of the Experience Policies as needed. Except for the policy of at-will employment, which can only be changed in writing by an Acrisure Officer, Acrisure has the maximum discretion permitted by law to change, modify, add, suspend, interpret or discontinue any element of the Experience Policies, with or without cause or notice at any time. However, oral statements or representations cannot supplement, change or modify the provisions in the Experience Policies. Any change to the Experience Policies will be communicated through an update that gets posted on AcriWorld.

If any provision of the Experience Policies is found to be unenforceable or void for any reason, such invalidation will not affect any remaining provisions, which will remain in force. the Experience Policies are not intended to preclude or dissuade employees from engaging in legally protected activities, nor intended to restrict communications or actions protected or required by state or federal law.

In accordance with the laws of the particular state or city where you are employed, there may also be an Addendum, located at the back of the Experience Policies. Any such Addendum supplements the provisions contained in the Experience Policies for those employed in the state or city identified in the Experience Policies. Where the Experience Policies and an Addendum conflict, the Addendum states Acrisure's policy with respect to its employees in the state or city identified in the Addendum.

Equal Employment Opportunity and Non-Discrimination

Acrisure is an equal opportunity employer committed to compliance with all applicable federal, state and local fair employment practice laws providing equal employment opportunities and prohibiting discrimination in the workplace. We are all responsible for fostering a respectful, inclusive and productive work environment that is free from discrimination and harassment.

Acrisure strictly prohibits and does not tolerate discrimination against you because of your race (including hairstyles), color, religion (including religious dress and grooming practices), creed, sex, gender, pregnancy, childbirth, breastfeeding or related medical condition, sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, citizenship, age (40 and over), physical or mental disability (including HIV/AIDS and cancer), denial of family and medical care leave, medical condition, marital status, familial status, height, weight, military or veteran status, order of protection status, caregiver status, unemployment status, credit history, arrest record, expunged or sealed convictions, genetic information, or any other categories protected by applicable federal, state or local law.

Equal employment opportunity will be extended to you in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, termination, lay-off, compensation, benefits, and other terms and conditions of employment.

Employment Eligibility

Acrisure is committed to complying with the Immigration Reform and Control Act of 1986 (“IRCA”) by employing only U.S. citizens and non-citizens who are authorized to work in the United States and by prohibiting unlawful discrimination based on citizenship or national origin. The IRCA requires Acrisure to verify your identity and legal authority to work in the United States. You must complete the Employment Eligibility Verification Form (I-9) no later than the first day of employment and present documentation establishing identity and employment eligibility within the first three (3) days of employment.

If you provide right-to-work documentation that has an expiration date, you must give updated documentation to the Company before the expiration date and participate in/meet the Company’s verification process. In compliance with applicable law, Acrisure will not (1) request more or different documents than are required under federal law; (2) refuse to honor documents tendered that on their face reasonably appear to be genuine; (3) refuse to honor work authorization based on the specific status or term of status that accompanies the authorization to work; or (4) attempt to reinvestigate or reverify your authorization to work using an unfair immigration-related practice.

All offers of hire and continued employment are conditioned on satisfactory evidence of identity and legal authority to work in the United States. You may contact Human Resources with any questions. You may raise questions or concerns about immigration law compliance without fear of retaliation.

Reasonable Accommodations

Acrisure complies with all applicable provisions of the American with Disabilities Act (“ADA”), as amended by the ADA Amendments Act (“ADAAA”), and all applicable state and local fair employment practice laws, and is committed to providing equal employment opportunities to qualified persons with disabilities. Consistent with this

commitment, Acrisure will provide reasonable accommodation(s) to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Acrisure will also reasonably accommodate an employee's sincerely held religious belief, practice or observance, provided the requested accommodation is reasonable and does not create an undue hardship on Acrisure's business.

Acrisure will also reasonably accommodate employees who have known limitations related to pregnancy, childbirth, or related medical conditions.

Requesting a Reasonable Accommodation. If you believe you need an accommodation because of your disability, sincerely held religious beliefs, or limitations related to pregnancy or childbirth, you are responsible for requesting a reasonable accommodation from the [Human Resources Department](#). You may make the request orally or in writing. Acrisure encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting,
- The reason you need an accommodation, and
- How the accommodation will help you perform the essential functions of your job.

On receipt of an accommodation request, Acrisure will engage in an interactive process with you to identify the precise limitations resulting from the disability and explore the potential accommodation that could overcome those limitations. You are expected to cooperate fully in this interactive process.

Acrisure encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Acrisure is not required to make the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Acrisure.

Medical Information

If your disability or need for accommodation is not obvious, Acrisure may ask you to provide supporting medical documentation showing that you have a disability. Acrisure may also ask you to provide supporting medical documentation that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Acrisure may require that you see a health care professional of Acrisure's choosing, at Acrisure's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Any medical documentation submitted will be kept confidential and in a medical file separate from your personnel file. It will not be disclosed except on a need-to-know

basis with medical personnel and supervisory management to structure the accommodation or to address safety threats. If Acrisure requests medical information, employees and health care providers are not to provide genetic information.

Determinations

Acrisure makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Acrisure strives to make determinations on reasonable accommodation requests expeditiously and will inform you once a determination has been made. If you have any questions about a reasonable accommodation request you made, or believe there has been discrimination or denial of a reasonable accommodation in violation of this policy, please contact Human Resources.

Anti-Harassment

Scope of Policy. You are responsible for assuring that our workplace is free of harassment of any kind. Acrisure strictly prohibits and does not tolerate harassment against employees, applicants or any other covered persons on the basis of race (including hairstyles), color, religion (including religious dress and grooming practices), creed, sex, gender, pregnancy, childbirth, breastfeeding or related medical condition, sexual orientation, gender identity or expression, national origin, ancestry, ethnicity, citizenship, age (40 and older), physical or mental disability (including HIV/AIDS and cancer), denial of family and medical care leave, medical condition, marital status, familial status, height, weight, military or veteran status, order of protection status, caregiver status, unemployment status, credit history, arrest record, expunged or sealed convictions, genetic information, or any other categories protected by federal, state or local law.

Acrisure strictly prohibits harassment, whether committed by an employee/co-worker, leader, manager or any third party such as a partner, client, customer, vendor, supplier, consultant, visitor or any other person encountered on company premises or in conducting company business, regardless of the location. Acrisure will take immediate and appropriate action if a violation of this policy occurs. Furthermore, Acrisure also strictly prohibits any unlawful retaliation against any individual who has made a good faith complaint about harassment or for cooperating with an investigation of a complaint about harassment.

Harassment Based on Sex

You are required to work in a manner that prevents harassment based on sex in the workplace. Acrisure prohibits employees, other workers and representatives (including vendors, clients, and visitors) from harassing employees and other covered persons based on that individual's sex, sexual orientation or gender (including pregnancy, childbirth, pregnancy-related conditions), or gender identity or expression (including status as a transgender or transsexual individual), and regardless of the harasser's sex, sexual orientation or gender. Involved parties,

either victim or harasser, could be a co-worker, subordinate, manager/supervisor, contractor, or even a client. Such conduct is a violation of this policy, even in instances where the offending employee believed they were acting jokingly. Such communications, comments, actions of a sexual nature, or unwelcome advances are prohibited at Acrisure whether or not other employees were offended.

Harassment based on sex includes:

- Sexual harassment, such as unwanted sexual attention or sexual coercion, including but not limited to demands or pressure for sexual favors, sexual assault, or sexual remarks.
- Non-sexual conduct based on sex, including but not limited to sex-based epithets, sexist comments, or facially sex-neutral offensive conduct motivated by sex.
- Harassment based on pregnancy, childbirth, or related medical conditions, including but not limited to lactation and a woman's reproductive decisions.
- Harassment based on sexual orientation and gender identity, including but not limited to epithets regarding sexual orientation or gender identity, harassment because an individual does not present in a manner that would stereotypically be associated with that person's gender, or intentional and repeated use of a name or pronoun inconsistent with the individual's gender identity.

Acrisure strictly prohibits any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. All forms of harassment are strictly prohibited during any activity related to your work, regardless of location.

Other Types of Harassment

Acrisure's anti-harassment policy applies equally to harassment based on the protected characteristics referenced in the first paragraph of this policy. For example, harassment prohibited under this policy includes harassment that is based on:

- Race and/or color, including but not limited to racial epithets or offensive comments about members of a particular race, harassment based on stereotypes about race, traits or characteristics linked to an individual's race (such as the individual's name, cultural dress, accent or manner of speech), and/or physical characteristics (such as skin tone or grooming practices).
- National origin, including but not limited to ethnic epithets, derogatory comments about individuals of a particular nationality, harassment based on place of origin, stereotypes about national origin, traits or characteristics linked to national origin, such as physical characteristics (e.g., skin tone), cultural characteristics (attire or diet), and/or linguistic characteristics (e.g., non-English language accent or a lack of fluency in English).
- Religion, including but not limited to the use of religious epithets or offensive comments based on religion (including atheism or lack of religious belief), religious practices or dress, harassment based on religious practices or dress, religious stereotypes, and/or because of a request for and/or receipt of a religious accommodation, and/or coercing employees to engage in religious practices at work.
- Age, including but not limited to harassment based on negative perceptions about employees due to age and harassment based on age stereotypes.
- Disability, including but not limited to harassment based on stereotypes about individuals with disabilities in general or about an individual's particular disability, traits or characteristics linked to an individual's disability (such as how an individual speaks, looks or moves). Disability-based harassment also includes harassment because of an individual's request for or receipt of a reasonable accommodation or because an individual is regarded as having an impairment or has a record of a disability.
- Genetic information, including but not limited to harassment based on an employee's genetic test or family medical history, such as harassment because an employee carries a certain gene linked to an increased risk of cancer.

Acrisure strictly prohibits any form of harassment based on any of the protected characteristics referenced in the first paragraph of this policy, regardless of whether it is verbal, physical, visual or online. Harassment based on any of these protected characteristics is covered even if the harasser is a member of the same protected class.

This list is illustrative only, and not exhaustive. All forms of harassment are strictly prohibited during any activity related to your work, regardless of location.

Complaint Procedure, Investigation and Remediation

If you observe, or otherwise become aware of any conduct that you believe is in violation of Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies, you must promptly speak to, write, or otherwise contact your Leader, your Leader's supervisor, Human Resources or the Company's Ethics [Hotline](#) so that it can be investigated right away. Acrisure emphasizes that

you are not required to raise concerns first to your Leader if your Leader is the individual who engaged in the conduct that concerns you.

Although not mandatory, it would be best to communicate your concerns in writing. It should be as detailed as possible, including the names of all individuals involved and any witnesses. Acrisure will take all necessary steps to investigate any potential violations of Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies and will take appropriate action to correct any violations or incorrect perceptions that may exist.

Additionally, any Leader or other supervisor who observes, receives a report, or otherwise becomes aware of potential policy violations *must* immediately report such conduct to Human Resources or the Company's Ethics [Hotline](#) so Acrisure can take prompt action. Any supervisor's failure to immediately report to the Human Resources Department or Company's Ethics Hotline constitutes a violation of this policy.

If you believe another employee has been subjected to violations of Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies, you *must report the matter as described above*, even if the employee reporting the incident asks that the incident be kept confidential or that no action be taken.

When Acrisure receives a complaint of conduct that violates its Non-Discrimination, Anti-Harassment or any other Equal Employment Opportunity policy, we will timely conduct a fair, impartial, and thorough investigation by qualified personnel. The investigation will provide all parties appropriate notice and an opportunity to respond. Acrisure will maintain confidentiality to the extent it is possible and practicable to do so under the circumstances; however, Acrisure cannot promise complete confidentiality, as its commitment to investigate and take corrective action may require disclosure of information to individuals with a need to know. Depending on the circumstances, Acrisure's investigation may include private interviews with the person who filed the complaint, with witnesses to the alleged conduct-at-issue, and with the person(s) whose alleged conduct is the subject of the complaint.

When we have completed our investigation, we will: (1) determine whether Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies have been violated based on a reasonable evaluation of the information gathered during the investigation, and (2) take corrective measures against any person who it finds to have engaged in conduct in violation of these policies. Any employee responsible for conduct in violation of Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies will be subject to appropriate disciplinary action, up to and including separation from employment. Any supervisor or manager who knows about conduct in violation of Acrisure's Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies and failed to immediately report the conduct will

also be subject to appropriate disciplinary action, up to and including separation from employment.

Anti-Retaliation

Acrisure strictly prohibits and does not tolerate unlawful retaliation against any applicant, employee, or intern for good faith reports of conduct that violates its Non-Discrimination, Anti-Harassment and/or other Equal Employment Opportunity policies, or cooperating in related investigations or proceedings. Any employee who observes, receives a report, or otherwise becomes aware of any retaliatory conduct in violation of this policy *must* immediately report such conduct to Human Resources or the Company's Ethics [Hotline](#) so Acrisure can take prompt action.

Attendance

You are expected to begin and end work according to your assigned schedule, including any scheduled overtime. Work schedules are determined by Leaders and may vary by job function and departmental needs. In order to accommodate business needs, it may be necessary to change your work schedule on either a short-term or long-term basis.

Excessive unexcused tardiness and/or absenteeism detracts from our ability to meet our customer needs and causes an unnecessary burden on fellow team members. Regular attendance and punctuality are part of your essential job functions and satisfactory job performance. If you are going to be absent for a full or partial workday or late for work, you must notify your Leader or Human Resources as far in advance as possible. If you speak or leave a message with anyone other than your Leader or Human Resources, you do not meet Acrisure's absence notification requirements.

Excessive absenteeism or tardiness will result in discipline, up to and including separation from employment. Failure to report for work or departure from work early without prior approval also may result in discipline to the extent allowed by applicable law, up to and including separation from employment. Absent exceptional circumstances, if you are absent from work for three (3) consecutive days without notifying your Leader or Human Resources will be deemed to have voluntarily abandoned your job and you will be separated from employment.

Absences and tardiness will be excused if you are taking time off that was requested and approved in accordance with the Acrisure's Flexible Vacation policy, or you notified Acrisure of your intent to use Sick Leave in accordance with Acrisure's Sick Leave policy and have enough accrued, but unused, Sick Leave to cover the absence or tardiness. You may take time off to observe non-recognized holidays with approval from Acrisure. Flexible Vacation may be used for this purpose. You must notify your Leader at least two weeks in advance of the non-recognized holiday.

Absences and tardiness will also be excused if you requested the time off in accordance with Acrisure's policies permitting a leave of absence, received the

required approval for the leave, and are in compliance with the leave policy. For example, your absences will be excused while taking approved leave such as family or medical leave under the Family Medical Leave Act (“FMLA”), leave as a reasonable accommodation under the Americans With Disabilities Act (“ADA”), and other leaves of absence required by law.

Workweek Pay Periods

Acrisure’s workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. If you are a full-time employee, you are generally expected to work 40 hours per week, or the number of hours required by your Platform or business unit. Individual work schedules may vary depending on the needs of each Platform or business unit.

You are paid according to the pay schedule outlined in your offer letter, or as communicated by your Platform or business unit for the preceding biweekly pay period. If payday falls on a holiday, you will receive your paycheck on the preceding workday.

Timekeeping

Non-exempt Employees

To ensure that you are properly paid for all time worked, if you are an on-exempt employee, you must accurately record your actual time worked on a daily basis by using Acrisure’s electronic timekeeping system. You must clock in before performing any work, clock out for unpaid meal periods, clock in after completing unpaid meal periods, and clock out upon the completion of work at the end of each shift. You must also record any time spent working outside scheduled work hours, such as responding to emails or phone calls or performing other work. This includes time spent on evenings, weekends and/or otherwise outside of normal business hours. You must also record any departure from work for any non-work related reason.

Acrisure strictly prohibits off-the-clock work, which means time worked but not accurately reported in Acrisure’s electronic timekeeping system. At no time may you perform any off-the-clock work. Under no circumstances should you perform any work before clocking in or after clocking out. Failing to accurately record all hours worked and/or unpaid meal periods may lead to disciplinary action, up to and including separation from employment. Altering, falsifying, and/or tampering with time records is also prohibited and subject to disciplinary action, up to and including separation from employment.

You may not work beyond your scheduled hours or work from home unless authorized in advance by your Leader. You should not report to work prior to your scheduled start time nor stay after your scheduled stop time without prior written authorization. The obligation to accurately record all time worked does not relieve you of your obligations to obtain advance approval before working beyond your regularly scheduled hours or working from home — you must record all hours

worked regardless of prior approval. If you work beyond your regularly scheduled hours, including overtime or off-schedule hours, without prior authorization from your Leader or other supervisor, you are subject to disciplinary action, up to and including separation from employment.

Leaders and other supervisors are prohibited from requiring, encouraging, or permitting you to work off-the-clock or otherwise underreport any time worked. Any Leader or other supervisor who requires, encourages or permits you to underreport any time worked is subject to disciplinary action, up to and including separation from employment. If you believe a Leader or other supervisor has violated this Timekeeping Policy, you must immediately report this to Human Resources. All reported violations of this Timekeeping Policy will be investigated and corrective action will be taken where appropriate. Any form of retaliation against any employee who in good faith reports any alleged violation of this Timekeeping Policy is strictly prohibited and will result in disciplinary action, up to and including separation from employment.

You are personally responsible for recording your time on a daily basis and is required to record all time worked. The accurate and complete preparation of time records is a part of your job. Failing to accurately record all time worked may lead to disciplinary action, up to and including separation from employment.

If you forget to clock in or out, or if you believe your time has not been accurately or fully recorded, you must notify your Leader or Human Resources immediately so the time can be accurately recorded for payroll purposes.

Exempt Employees

If you are an exempt employee, you are required to record absences from work for reasons such as Flexible Vacation, Sick Leave or holiday.

All Employees

It is each employee's responsibility to examine their paycheck and pay stub to ensure they are being properly paid for all time worked and the paycheck and pay stub are accurate. If you believe you are not being properly paid for all time worked, you must immediately inform Human Resources.

It will be presumed Acrisure is accurately compensating you, unless you timely notify Acrisure otherwise.

Overtime

Non-exempt Employees

When business needs cannot be met during regular working hours, you may occasionally be required to work more than 40 hours in a workweek. Failure to report for overtime as scheduled by Acrisure, will be considered under Acrisure's Attendance Policy in the same manner as an absence that occurs during regular working hours.

If you are a non-exempt employee, you will be paid overtime as required by applicable federal and state law. You will be paid overtime compensation at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a single workweek. Only actual hours worked in a given workweek apply in calculating overtime. For example, hours attributable to Flexible Vacation, holiday, Sick Leave and time off are not included in calculating hours of overtime.

You may not work beyond your regularly scheduled hours, including overtime or off-schedule hours, unless specifically authorized in advance by your Leader. The obligation to accurately record all time worked does not relieve you of your obligations to obtain advance approval before working overtime or hours beyond their regular work schedule — you must record all time worked regardless of prior approval. If you work beyond your regularly scheduled hours, including overtime, without such advance authorization, you will be properly paid for all time worked but may be subject to disciplinary action, up to and including separation from employment.

If you believe that you have not been compensated for all time worked, including overtime pay you believe you are owed, you must immediately report your concerns to Human Resources. Leaders and other supervisors are prohibited from requiring, encouraging or permitting non-exempt employees to underreport *any* time worked, including overtime. You are obligated to immediately report to Human Resources any Leader or other supervisor who requires, encourages and/or permits you to underreport your time worked. All reported violations of this Overtime Policy will be investigated and corrective action will be taken where appropriate. Any form of retaliation against you for a good faith report of any alleged violation of this Overtime Policy is strictly prohibited and will result in disciplinary action, up to and including separation from employment.

Certain states have specific laws that may entitle employees in those locations to additional types of overtime. Additional information applicable to those states are available in state-specific addendums that accompany this Handbook.

Exempt Employees

If you are an exempt employee, you are expected to work as much of each workday as is necessary to complete their job responsibilities. You do not receive overtime pay and instead are paid a salary that is intended to compensate you for all time worked, including any hours worked over 40 hours in any workweek.

Deductions from Pay/Safe Harbor Exempt Employees

Acrisure does not make improper deductions from you and complies with the requirements of applicable federal, state, and local law. If you believe that an improper deduction has been made from your pay, you must immediately report your concerns to Human Resources.

Acrisure complies with the salary basis requirements for exempt employees pursuant to applicable federal and state law. If you are classified as exempt from the overtime pay requirements of the Federal Labor Standards Act (FLSA), you will be notified of this classification at the time of hire or change in position.

Acrisure is required by law to make certain deductions from your pay each pay period, including deductions for:

- Federal and state income taxes;
- Social security (FICA) taxes;
- State disability insurance taxes, and
- Deductions required by wage garnishment, child support, and other income withholding orders or notices.

Additionally, you may authorize certain deductions from your pay for their portion of company benefits such as health, dental, life insurance premiums and voluntary contributions to a 401(k) retirement plan.

As an exempt employee, Acrisure is also permitted to make deductions from your pay for the following reasons:

- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

If you are exempt, during the week you begin work for the company or during the last week of employment, you will only be paid for actual days worked. In addition, you may be paid only for hours worked during a period when you are using unpaid leave under the Family and Medical Leave Act (FMLA).

You should carefully review your pay check and pay stub to ensure that you are being properly paid for all time worked and that your pay and pay stubs are accurate. If you believe there is any improper deduction and/or other error in your pay, you must immediately report it to Human Resources so that Acrisure may review and correct any such errors.

Meal and Rest Breaks – Non-exempt Employees

Taking breaks and briefly stepping away from your work is healthy and can help refresh your mind. If you are a non-exempt employee, Acrisure provides meal and rest breaks to you that meet or exceed the requirements of applicable law.

Acrisure provides one paid, uninterrupted and duty-free 15-minute rest break for every four hours worked or major fraction thereof and an unpaid 30-60-minute meal break for every five hours worked. Rest breaks or meal breaks of more than 20 minutes are unpaid time and can vary depending on your schedule. Meal and rest breaks will be scheduled by each department or office.

Acrisure provides an unpaid, uninterrupted and duty-free meal break if you work more than five (5) hours in a day. Meal breaks are intended to provide you an opportunity to be away from work, and you are not permitted to perform any work during meal breaks. You may turn off any communication devices that connect you to Acrisure during meal breaks, and are encouraged to take your meal breaks away from your desks so that you are not inclined to work during your meal breaks – everyone needs to break away and get refreshed for the afternoon. Acrisure will relieve you of all duties during your meal breaks and you are free to leave the premises during your meal breaks, but you must return promptly and ready to work after completing your meal break. You may not work through meal breaks to make up for lost time.

You must account for your unpaid meal breaks on a daily basis by clocking out for each meal break and clocking back in after completing each meal break. If you believe that work responsibilities are preventing you from taking a timely, uninterrupted and/or complete meal period, you are required to inform your Leader or Human Resources on the same day or as soon as possible. If you voluntarily fail to take meal breaks as scheduled, take unauthorized meal breaks or do not return on time from meal breaks, you may be subject to discipline, up to and including separation from employment.

Rest breaks of 20 minutes or less are paid, and therefore not accounted for on daily time records. You should not clock out and in for such rest breaks. You may not work through rest breaks to make up lost time. If you believe that work responsibilities are preventing you from taking a timely, uninterrupted and/or complete rest break, you are required to inform your Leader or Human Resources on the same day or as soon as possible. If you voluntarily fail to take rest breaks as scheduled, take unauthorized rest periods or do not return on time from rest periods, you may be subject to discipline, up to and including separation from employment.

Rest breaks cannot be accrued or used to extend meal breaks or allow you to come in late or leave early. Our culture is one of transparency and accountability and we see this best when teams are open and transparent about their schedule and sharing when one is going on a meal and/or rest break. Each team member is accountable to the other.

For your ease, we've included a chart setting out your meal and rest break entitlements.

Daily Hours Worked	Meal Periods	Rest Breaks
Less than 2 hours	0	0
At least 2 but fewer than 5 hours	0	1
At least 5 but fewer than 6 hours	1	1
At least 6 but fewer than 10 hours	1	2
At least 10 but fewer than 14	1	3

Certain states have specific laws that may entitle employees in those locations to meal and rest break requirements that vary from the rules set out in this section. Additional information applicable to those states are available in state-specific addendums that accompany this Handbook.

Lactation Breaks

If you are a nursing mother, you are eligible to take reasonable breaks as frequently as needed to express breast milk for up to one year after the birth of your child. You must notify your Leader of your intent to take breaks under this policy prior to taking leave and to work with your Leader or supervisor to schedule the breaks.

You may take a reasonable amount of break time to accommodate your need to express breast milk for your nursing child. You are encouraged to take your lactation break(s) at the same time as your meal and/or rest breaks. Please contact Human Resources for information about the designated location for lactation breaks. Acrisure will provide a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public to express breast milk.

If you are a non-exempt employee, you are not required to clock out or record the start and end of lactation breaks on their timesheet (clock in and out). If you are an exempt employee, you may be provided break time with pay, when necessary, to comply with state and federal wage and hour laws.

The Company expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks or for filing a complaint for violations of this policy, the Fair Labor Standards Act, or applicable state or local law.

Flexible Vacation Policy

Acrisure takes pride in the incredible work ethic of our employees and wants to recognize that dedication with a Flexible Vacation Policy (FVP). This means it is the policy of Acrisure to forego implementation of a vacation accrual or bank system of any sort, and we do not limit how much vacation time you take. The onus falls on you to timely request time off and work with your manager to ensure you take an appropriate and reasonable amount of time off while delivering winning performance.

Acrisure's FVP applies to all US-based employees, excluding contingent and temporary employees. It expects you to follow a standard process and some courtesies to ensure we are all playing by the same rules and looking out for each other.

When you want to use the FVP, planning is important.

- You can use flexible vacation in increments of no less than two (2) hours and no more than your regular scheduled daily hours, up to ten (10) hours.
- For vacations up to seven (7) consecutive workdays, we expect at least two (2) weeks' notice.
- For vacations that are more than seven (7) consecutive workdays, we expect at least thirty (30) days' notice and advanced planning with your manager and your next level leader.
- Requests for vacation may not be recurring; for instance, you cannot take vacation every other Wednesday.

Your manager has a good perspective on both the collective time off for your whole team and the requirements of the team in meeting deliverable deadlines. Your manager will make reasonable efforts to grant your vacation requests. Please understand that due to business needs, not all requests can be approved. Requests will be reviewed and approved on a first come, first served basis, or on a rotational basis, so it is important to plan in advance. If your request is not approved due to business needs and/or team coverage, please know that when it is your turn, it is truly your turn and others will have your back.

The FVP is built on trust – a belief in one another that we will do the right thing, that we will act responsibly and that we will ensure our work gets done on time, on budget and with the highest quality. If there is a breach of that trust, we will address that with you and work with you to fix that breach.

The FVP does not apply to extended leaves of absence, including but not limited to, Family and Medical Leave, Parental Leave, Workers' Compensation, or any other extended medical leave of absence provided by Acrisure. The appropriate Acrisure policies should be consulted for any time off that does not fall within this policy.

Sick Leave Policy

This policy will apply to you to the extent it is at least as generous as applicable state and local laws. To the extent any additional benefits are required under applicable state or local law, you will be provided with those benefits.

We believe every employee at Acrisure should prioritize their health and we offer paid Sick Leave so you can meet your personal and family health care needs while also fulfilling work responsibilities.

Employee Eligibility

Acrisure's Sick Leave policy applies to all US-based employees, and is to be used for the medical-related and other qualifying reasons set forth in this policy. Keep in mind that, if you become sick, you should either use Sick Leave or work from home to avoid spreading illnesses. When deciding whether to use Sick Leave or work from home, we expect you to use your best judgment, and consult your manager, regarding your ability to remain productive while you are sick or caring for others who are sick.

Annual Lump Sum Grant and Leave Usage

At the start of each calendar year, you will be granted a lump sum of paid Sick Leave that can be used immediately.

- Full-time employees, defined as working \geq thirty (30) hours weekly, are granted eighty (80) hours of paid Sick Leave annually.
- Part-time employees, defined as working $<$ thirty (30) hours weekly, are granted fifty-six (56) hours of paid Sick Leave annually.

If new to Acrisure, Sick Leave hours will be granted starting with your date of hire and prorated accordingly. Managers may not grant additional Sick Leave hours.

Sick Leave is available immediately after you are hired, and you may determine how much paid sick leave you need to use. However, you must take Sick Leave in increments of no less than one (1) hour.

If you misuse Sick Leave, you may be subject to discipline, up to and including separation from employment.

Qualifying Reasons for Sick Leave

You can use Sick Leave for:

- Inability to work due to a mental or physical illness, injury or health condition.
- Diagnosis, care, recovery, or treatment of a physical or mental illness, injury, or health condition of your own or your family member, including substance use disorders.
- Preventative care for yourself or for your family member.
- Exposure of yourself or your family member to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider.
- Reasons related to domestic violence, sexual violence, unwanted sexual contact, criminal harassment, stalking, or human trafficking against you or your family member, including medical attention, mental health care or other counseling, legal or other victim services, or relocation.
- Any other reason required by applicable state or local law.

You have the right to designate Sick Leave for any of these permitted reasons. Sick Leave is not for vacation time or other personal absences.

A family member includes all of the following:

- Your spouse, registered domestic partner, or civil union member.
- Your child.
- Your parent.
- Your grandparent or grandchild.
- Your sibling.
- Any other individual related by blood to you or whose close association with you is the equivalent of a family relationship.
- A designated person of your choosing. You may designate a person once each year.
- Any other individual required by applicable state or local law.

The above listed family members include relationships that are biological, adoptive, foster, step, in-law, legal ward/guardian, and in loco parentis.

Scheduling Sick Leave and Documentation

When you want to use Sick Leave, notify your manager as soon as possible.

- When planning medical treatment, consult with your manager and make a reasonable effort to schedule the Sick Leave so as not to disrupt business operations.
- If the Sick Leave is foreseeable, give your manager reasonable advance notice of the need for leave.
- If the Sick Leave is not foreseeable, you, or another person on your behalf, must notify your manager of your intent to take Sick Leave as soon as practicable.

You must advise your manager that the requested leave qualifies under this policy and you intend to use Sick Leave. Under certain circumstances, you may need to provide reasonable documentation of your reason for leave, which may, for example, include a physician's note. Those circumstances include but are not limited to being absent for more than four (4) consecutive days on Sick Leave. We will handle all requests with discretion and keep all medical information confidential in accordance with federal, state, and local law.

Compensation

Non-exempt employees will be paid for Sick Leave at their hourly base rate of pay. Exempt employees will be paid for Sick Leave in the same manner as Acrisure calculates wages for other types of paid leave. You will be paid for Sick Leave under this policy not later than the payday for the next regular payroll period after the Sick Leave is taken. If you are a non-exempt employee, time off on Sick Leave is not considered hours worked for purposes of determining whether you work overtime.

Sick Leave Carryover

Unless otherwise required by applicable state and/or local law, unused Sick Leave hours do not roll over from one year to the next and will not be paid upon separation from employment.

Effect on Other Rights and Policies

This policy may apply to leaves of absence provided by law, including but not limited to, Family and Medical Leave, Short Term Disability, and/or any other extended medical leave of absence provided by Acrisure. Sick Leave under this policy will run concurrently with unpaid leave taken under other applicable policies, the Family and Medical Leave Act, and other federal, state, and/or local laws. The appropriate Acrisure policies should be consulted for any time off that does not fall within this policy.

No Retaliation

You have the right to request and take Sick Leave under this policy. You will not be penalized under Acrisure's Attendance Policy for taking Sick Leave or be retaliated against for requesting or taking Sick Leave.

Holiday Policy

Acrisure provides paid holidays as part of its comprehensive benefits package to support employees in their effort to balance personal and professional responsibilities. Acrisure's holiday policy applies to all US-based employees, excluding contingent and temporary employees, starting with their first day of employment.

The holiday must fall on a regularly scheduled workday to be paid. If the holiday falls on a day an employee is not regularly scheduled to work, the employee will not receive holiday pay. Exempt employees receive their regular salary on holidays. Holiday pay for non-exempt employees will be calculated based on the employee's hourly base rate (as of the holiday date) times the number of daily hours the employee is typically scheduled to work (up to ten (10) hours). Holiday hours that are paid but not worked are not considered hours worked for purposes of overtime pay eligibility.

Acrisure provides nine (9) days that will be considered holidays for all employees. In addition, the Home Office and each Platform have designated two (2) days to be considered holidays for employees. Please check the intranet to find the holiday schedule.

Working on a holiday

These holidays are considered "off-days" for most employees, but employees in a particular department or location of our company may need to operate during these days.

Whenever working on holidays becomes necessary, we will:

- Make every effort to inform you at least one (1) week in advance if you are expected to work on a holiday.
- Pay non-exempt employees their base hourly rate for straight time hours worked on the holiday. plus overtime for any overtime hours worked on the holiday.
- Grant you an additional day off to be taken within the holiday week or same pay period.

Holiday pay when employees are on leave

Sometimes employees may be on leave (Sick Leave, Parental Leave, Short-Term Disability, Workers' Compensation, etc.) on a holiday. If you are on a paid leave, we will pay you for the holiday at the rate you receive on your paid leave status. If you are on an unpaid leave, you will not be paid for the holiday.

Holiday pay when employees work a fixed alternative schedule

When the holiday falls on a regularly scheduled workday, the holiday will be paid based on regularly scheduled daily hours (ex. an employee works four, ten-hour workdays in a workweek, the employee would be paid ten (10) hours for the holiday).

When the holiday falls on a regularly scheduled day off, you may select an alternative day within the holiday week to take off, with pay.

Short-term Disability Policy

Acrisure provides leaves of absence for employees with disabilities as required by applicable federal, state, and local law. If you need leave due to a disability, you may be eligible for Short-Term Disability (STD) as part of Acrisure's comprehensive benefits package to help with financial stressors that can arise when you experience a non-occupational medical condition that leaves you temporarily disabled and impacts your ability to work. The company believes that its employees should receive some benefits during an unfortunate time when they will not be able to work.

All US-based active employees, excluding contingent and temporary employees, who work \geq thirty (30) hours weekly, are eligible to apply for STD benefits the first of the month following date of hire.

Acrisure provides eligible employees with up to twenty-six (26) weeks of STD benefits when the employee is absent due to a non-occupational medical condition that leaves the employee temporarily disabled and impacts the employee's ability to work.

- Short-term Disability benefits will begin on the first day following the completion of a seven (7) consecutive calendar day Elimination Period. If available, you can use Sick Leave hours to recover compensation during the Elimination Period.
- The first day following the Elimination Period through the end of the sixth (6th) week of STD benefits, is compensated at one hundred (100) percent of your basic weekly earnings less other income benefits and other income earnings.
- The first (1st) day of the seventh (7th) week of STD benefits through your return to work or the end of the twenty-fifth (25th) week of STD benefits is compensated at sixty (60) percent of your basic weekly earnings less other income benefits and other income earnings.
- Employees that have a compensation plan that is made up of at least fifty (50) percent commissions follow an alternative plan. Please contact Acrisure's Leaves team and/or our STD plan provider, Lincoln Financial Group, for plan details.

Short-term Disability is distinct from, and in addition to, any paid leave that you may also have available through Acrisure's Sick Leave or Parental Leave Policies. It is important that employees coordinate their STD benefits with other pay options that are available including Sick Leave and Parental Leave benefits. Short-term Disability runs concurrently with unpaid job-protected leave entitlements for which you may be eligible under the federal Family & Medical Leave Act (FMLA) and/or other federal, state, or local leave laws. Short-term Disability benefits may be impacted by benefits you are eligible for and/or receive through applicable state disability insurance.

You should notify your manager and HR partner at least thirty (30) days prior to your leave, when possible. It is recommended that you give your manager as much notice as possible.

To request STD or for plan details, please contact:

- Acrisure's Leaves team at leaves@acrisure.com
- Lincoln Financial Group at (800) 213-4467 or mylincolnportal.com

Parental Leave Policy

Acrisure provides paid Parental Leave to eligible employees following the birth of your child or the placement of a child with you in connection with adoption, foster care, surrogacy, or legal guardianship. The purpose of Parental Leave is to enable you to care for and bond with a newborn or a newly placed child.

All US-based active employees, excluding contingent and temporary employees, who work \geq thirty (30) hours weekly, are eligible the first of the month following date of hire. An eligible parent is defined as a birthing parent, adoptive parent, foster parent, legal guardian, and other parent.

To assist and support new parents with balancing work and family matters and bonding with their child, Acrisure provides up to six (6) weeks of paid Parental Leave when you are absent due to activities related to the care and well-being of your newborn, adopted, or placed child. Multiple births or adoptions (e.g., the birth of twins or adoption of siblings) does not increase approved weeks of paid Parental Leave. Parental Leave may be used in one (1) week increments or consecutively during the first twelve (12) months following the birth or placement of a child. Each week of paid Parental Leave is compensated at one-hundred (100) percent of your basic weekly earnings less other income benefits and other income earnings.

Parental Leave is distinct from, and in addition to, any paid leave that you may also have available through their Sick Leave or Short-term Disability (STD). It is important that you coordinate your Parental Leave with other pay options that are available including Sick Leave and STD benefits. This paid benefit runs concurrently with unpaid job-protected leave entitlements for which you may be eligible under the federal Family & Medical Leave Act (FMLA) and/or other federal, state or local leave laws.

You should notify your manager and HR partner at least thirty (30) days prior to your leave, when possible. It is recommended that you give your manager as much notice as possible.

To request Parental Leave or for plan details, please contact:

- Acrisure's Leaves team at leaves@acrisure.com
- Lincoln Financial Group at (800) 213-4467 or mylincolnportal.com

Family and Medical Leave

Acrisure complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to eligible employees for certain medical and family-related reasons. Acrisure also abides by any state and local leave laws.

You should note there are many requirements, qualifications, and exceptions under these laws, and each situation is different. You should contact Human Resources to discuss options for leave.

If you are eligible, Acrisure will provide you up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is measured backward from the date you use FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date you first take that type of leave.

Basic leave entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for and bond with your child after birth or due to the placement of a child with the employee for adoption or foster care; (3) to care for your spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes you unable to perform the essential functions of the your job.

Military family leave entitlements

If you are eligible for FMLA and have a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon Acrisure and you that arise out of the military member's active duty or call to active duty.

If eligible, the FMLA also includes a special leave entitlement that permits you to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious

injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list. You are eligible for leave if they are the spouse, child, parent, or next of kin of the servicemember.

Benefits and protections during FMLA leave

During FMLA leave, the company will maintain your health coverage under any "group health plan" on the same terms as if you had continued to work. You will be responsible for paying your share of any premiums during the leave period. Upon return from FMLA leave, you will generally be restored to your original or equivalent position with equivalent pay, benefits, and other employment terms. However, you do not have any greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period.

If you are a highly compensated key employee, you also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the company's operations. You are a "key" employee if you are an eligible salaried employee who is among the highest-paid 10 percent of the company's employees within 75 miles of the worksite. You will be notified of their status as key employees, when applicable, after you request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of your leave.

Employee eligibility

You are eligible for FMLA leave if you (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition."

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of "continuing treatment."

Use of leave

You do not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. You 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 also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave

To the extent allowed by applicable law, you may choose or Acrisure may require the use of accrued Sick Leave while taking FMLA leave. In order to use Sick Leave for FMLA leave, you must comply with the company's normal paid leave procedures found in its Sick Leave Policy. Time under Acrisure's Flexible Vacation Policy may not be used for FMLA leave.

Employee responsibilities

You 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, you must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to you if you do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

You must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. You also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company's expense) and, when the leave is a result of your own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

Company responsibilities

If you request leave, Acrisure will inform you whether you are eligible under the FMLA. If you are, the notice will specify any additional information required, as well as the your rights and responsibilities. If you are not eligible, the company will provide a reason for the ineligibility.

The company will inform you if leave will be designated as FMLA-protected and the amount of leave counted against your FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify you.

Other provisions

Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to your use of FMLA leave.

You may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and your reason for FMLA leave does not preclude the outside employment.

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against you for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

You may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law that provides greater family or medical leave rights.

Jury Duty and Witness Leave

You are eligible to receive up to four (4) weeks of pay over any 12 month period to fulfill your civic responsibility of jury duty or to participate as a summoned witness in a case where you are not a party. If required to serve jury duty beyond the four weeks, you may request an unpaid leave of absence. You must provide a copy of the summons to your Leader and are expected to report to work whenever the court schedule permits.

Time Off for Voting

You will be provided sufficient time to vote in federal, state, and local elections. Please contact your Leader in advance if you need to take time off to vote.

Military Leave

If you are a full-time employee serving in the U.S. Armed Forces (including Civil Air Patrol and National Guard), you will be granted a leave of absence for a period of such active duty or for required military training. At discharge from the military, re-employment will be afforded, in accordance with State and Federal laws. A request for military leave must be accompanied by a copy of the military induction or enrollment form. Length of service accruals will continue as normal. If you are serving the Armed Forces, you may be eligible for additional benefits under state or local law. Please contact Human Resources for more information.

Bereavement Leave

Acrisure provides you with up to three (3) days of pay to grieve and make necessary arrangements for the death of an immediate family member. Immediate family is defined as: spouse, child, step-child, parents (including in-laws), step-parents, siblings (including in-laws), step-siblings, grandparents (including in-laws) and grandchildren. You should share your need for Bereavement Leave with your Leader as soon as reasonable. Additional time off, without pay or through use of Flexible Vacation, can be arranged with your Leader.

Crime Victims and Victims of Domestic Violence

If you a victim of a crime, stalking, sexual assault, or domestic violence, or are a witness to a crime and need to provide information to authorities, you may be entitled to time off. Please contact Human Resources for more information.

Organ, Bone Marrow, and Blood Donations

If you are donating an organ, bone marrow, or blood, you may be entitled to time off. Please contact Human Resources for more information.

Other Leaves

If you believe you are entitled to any additional type of leave under any federal, state, or city requirement, you should contact Human Resources to discuss the request.

Business Expenses

You may be authorized to incur reimbursable expenses on behalf of, and/or in connection with your work for, Acrisure. Pre-approved expenses incurred by you for legitimate business purposes will be reimbursed. All expenses must be submitted in a timely manner and documented with receipts. After submission, your manager must review and approve the expense. If you abuse this policy, by submitting fraudulent expenses, or otherwise, you will be subject to disciplinary action up to and including separation from employment.

Workplace Injuries

If you sustain a work-related injury or illness, no matter how minor, you must immediately inform your Leader. Failure to timely report an injury or illness may affect your claim for workers' compensation benefits.

Acrisure will not take any adverse action in retaliation for a good faith filing of a workers' compensation claim. Acrisure will not interfere with, restrain, or discriminate against you because you exercise your right to seek workers' compensation benefits under an applicable state law.

Please contact the [Human Resources Department](#) for more information about workers' compensation benefits.

Violence-Free Work Environment

Acrisure strictly prohibits workplace violence. If you engage in any violence in the workplace or outside of the workplace while performing your duties on behalf of the Company, or threaten violence in the workplace or outside of the workplace while performing your duties on behalf of the Company, you will be subject to discipline, up to and including separation from employment. No talk of violence or joking about violence will be tolerated.

For the purposes of the Code, “Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities.

The Company specifically prohibits the possession of weapons while on company property. This ban includes keeping or transporting a weapon onto any company premises and/or in any equipment. You are also prohibited from carrying a weapon while performing services off the company’s business premises.

If you are subjected to, observe or otherwise become aware of any conduct that you believe violates this policy, you must immediately report the matter to Human Resources or your Leader. Additionally, any Leader or other supervisor who observes, receives a report, or otherwise becomes aware of conduct in violation of this policy must immediately report such conduct to Human Resources so Acrisure can take prompt action.

Substance Free Work Environment

Acrisure has a vital interest in maintaining safe, healthful, and productive working conditions for its employees. Consistent with this commitment, this policy establishes Acrisure’s intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws, including marijuana) while on the job poses serious health and safety risks to employees (and, in some cases, the general public), which is not tolerated.

Acrisure expressly prohibits the following activities at any time that you are either (1) on duty or conducting Acrisure’s business (either on or away from Acrisure’s premises), or (2) on Acrisure’s premises (whether or not the employee is working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

A violation of any of the above is subject to disciplinary action, up to and including immediate separation from employment.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should inform the Human Resources Department if you believe the medication will impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication. Go [here](#) for more information on how to request a reasonable accommodation.

We also prohibit smoking in the workplace. For purposes of this policy, smoking includes lighting, smoking, or carrying a lighted cigarette, cigar, or pipe, and the use of any electronic smoking device. This list is illustrative only and not exhaustive. Smoke breaks must occur outside, at least 150 feet away from any entrance.

Employee Benefits

Acrisure recognizes the value of benefits to you and your family. Acrisure supports you by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found on AcriWorld, or contact Human Resources. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Access to Personnel Files and Reference Checks

Acrisure will keep a personnel file for you. The information contained in this file is considered confidential and will remain secure from improper disclosure.

If you wish to review material in your personnel file, you should contact Human Resources. You should not remove any items from the file. You are responsible for providing Acrisure with the most accurate and up to date information and should notify your Leader and Human Resources immediately after any change.

For reference check purposes, the only information that will be shared with an outside person or entity about the your record will be position, date of hire, and confirmation of employment. If you wish that Acrisure share or confirm other information, such as compensation, you must sign a release authorizing Acrisure to do so.

Other than the disclosures of limited information in connection with reference checks, absent authorization from you, Acrisure will only disclose information from your personnel file if it is required by law, such as in compliance with wage garnishments, subpoenas, or other court orders.

Separation from Employment

Your employment is at-will and terminable by either you or your employer at any time, for any reason with or without notice. While notice is not required, we ask that if you choose to resign, you provide notice to your immediate supervisor at least 2 weeks prior to the last date expected to work. A timely notice is important so that we have time to transition your work or hire someone to take your place.

On or before your last day of employment, you are expected to return all Acrisure property that has been issued for your use. This includes, but is not limited to keys, credit cards, cell phones, laptops, computer, and monitor(s). To the extent allowed by applicable law, you will be responsible for the cost of replacing lost or damaged items that have been assigned to you.

In addition the Acrisure's physical property, you should not take from Acrisure any electronic data or records of any type related to your work or Acrisure's clients or business partners. If you have any electronic data or records at your home or at any other location, including on saved on non-Acrisure devices or electronic storage locations, those data and records should be returned to Acrisure and all copies should be deleted from any non-Acrisure device or storage location.

You receive pay for all hours worked up to the date of dismissal or termination in the final paycheck. All final paychecks will be processed following the normal payroll schedule unless applicable state or local law requires payment sooner.

Confidential Information and Trade Secrets

Acrisure's confidential information and intellectual property (including its trade secrets) are extremely valuable to Acrisure. Acrisure's Confidential Information and Trade Secrets include but are not limited to, all information belonging to the Company and not generally known to the public such as its business strategy, future plans, marketing plans and strategies, pricing information, financial information, non-public information and details of Acrisure's contracts or relationships with its suppliers or clients (including their business preference, buying habits, or needs), or other any other information about the Acrisure that we consider and maintain as proprietary and confidential. Maintaining the confidentiality of this information is vital to our competitive position in the industry and, ultimately, to our ability to achieve financial success and stability.

You must protect Acrisure's Confidential Information and Trade Secrets by treating them as strictly confidential, using it only for the business of Company, safeguarding it whenever using it, and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. You should not access or use any Confidential Information to which the Company has not provided the employee access or authorization to use. You may not remove Confidential Information from the workplace unless specifically approved by your supervisor.

In the event of inadvertent disclosure of Acrisure's Confidential Information and Trade Secrets, you must immediately inform your supervisor. If you are unsure

whether information should be kept confidential, you should always check with your supervisor before disclosing the information.

This duty of confidentiality applies whether you are on or off Company premises, and during and even after the end of your employment with Company. This duty of confidentiality also applies to communications transmitted through the Company's electronic communications system.

Nothing in this policy is intended to interfere with your rights under federal and state laws—including your right under the National Labor Relations Act to discuss terms and conditions of employment and your right under other federal laws and regulations to report legal violations, or make other protected disclosures, to the government—nor will the Company construe this policy in a way that limits such rights.

Acrisure may report unlawful conduct to state or federal law enforcement or institute civil action against anyone who violates this policy.

Notice of Immunity Under the Defend Trade Secrets Act of 2016.

You will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that is made in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding.

If you file a lawsuit for retaliation by Acrisure for reporting a suspected violation of law, you may disclose Acrisure's trade secrets to your attorney and use the trade secret information in the court proceeding only if you files any document containing the trade secret under seal and do not disclose the trade secret, except pursuant to court order.

Work Product and Inventions

Any work product or invention created by you during your work for Acrisure is and shall remain the property of Acrisure and any and all related intellectual property rights shall be the sole and exclusive property of the Acrisure. The work product or inventions is and shall at all times remain the Confidential Information of the Employer and the Employer shall have the unrestricted right (but not any obligation), in its sole and absolute discretion, to (i) use, commercialize, or otherwise exploit any work product or inventions or (ii) file an application for patent, copyright registration, or registration of any other intellectual property rights, and prosecute or abandon such application prior to issuance or registration. No royalty or other consideration shall be due or owing to you now or in the future as a result of your work for Acrisure.

To the extent permitted by law, all work product consisting of copyrightable subject matter is "work made for hire" as defined in the Copyright Act of 1976 (17 U.S.C. § 101), and such copyrights are therefore owned by Acrisure.

Handbook Disclaimer

This Employee Handbook contains information about Acrisure's employment policies and procedures and an overview of Acrisure's benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling.

The policies and procedures in this Handbook are guidelines only. Acrisure reserves the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by Acrisure's Chief Operating Officer, Acrisure has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time with or without notice. However, oral statements or representations cannot supplement, change, or modify the provisions in this Handbook.

You should read and become familiar with the information contained in this Handbook. Failure to comply with Acrisure's policies or procedures may result in discipline, up to and including separation from employment.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

NOTHING IN THIS HANDBOOK NOR ANY OTHER COMMUNICATION BY AN ACRISURE REPRESENTATIVE OR ANY OTHER EMPLOYEE, WHETHER ORAL OR WRITTEN, IS INTENDED TO IN ANY WAY CREATE A CONTRACT OF EMPLOYMENT. UNLESS I HAVE A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED ACRISURE REPRESENTATIVE, I AM EMPLOYED AT WILL AND NOTHING IN THIS HANDBOOK CAN BE CONSTRUED TO CONTRADICT, LIMIT, OR OTHERWISE AFFECT MY RIGHT OR ACRISURE 'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE. IF I HAVE A WRITTEN EMPLOYMENT AGREEMENT SIGNED BY AN AUTHORIZED ACRISURE REPRESENTATIVE AND A PROVISION OF THIS HANDBOOK CONFLICTS WITH THE TERMS OF MY EMPLOYMENT AGREEMENT, I UNDERSTAND THAT THE TERMS OF MY EMPLOYMENT AGREEMENT WILL PREVAIL.

Other than the Acrisure Code of Conduct, this Handbook supersedes all prior versions published or distributed by Acrisure and all inconsistent oral or written statements.

