



# **EXPERIENCE POLICIES**

(California Employees Only)

March 2024

## Table of Contents

Introduction and At-Will Employment Policy .....	5
Equal Employment Opportunity .....	5
Employment Eligibility .....	6
Harassment, Discrimination, and Retaliation Prevention Policy .....	7
Harassment Prevention.....	7
Internal Complaint Procedure .....	10
External Complaint Procedure.....	11
Anti-Retaliation .....	11
Training.....	12
Anti-Bullying Policy .....	12
Reasonable Accommodations.....	13
Attendance .....	14
Workweek Pay Periods .....	15
Timekeeping.....	16
Non-exempt Employees.....	16
Exempt Employees .....	17
All Employees.....	17
Overtime.....	17
Non-exempt Employees.....	17
Exempt Employees .....	18
Deductions from Pay/Safe Harbor Exempt Employees .....	18
Exempt Employees .....	18
All Employees.....	19
Meal Periods and Rest Breaks for Non-exempt Employees.....	20
Meal Periods.....	20
Rest Breaks .....	20
Meal Period and Rest Break Premium Pay.....	21
Lactation Accommodations .....	21
Substance Free Work Environment.....	22
Violence Free Work Environment .....	23
Reporting a Work Injury.....	23
Flexible Vacation Policy.....	24

Sick Leave Policy .....	25
Employee Eligibility .....	25
Annual Lump Sum Grant and Leave Usage .....	25
Qualifying Reasons for Sick Leave .....	25
Scheduling Sick Leave and Documentation.....	26
Compensation.....	27
Sick Leave Carryover .....	27
Effect on Other Rights and Policies .....	27
No Retaliation .....	27
Holiday Policy .....	27
Working on a holiday .....	28
Holiday pay when employees are on leave.....	28
Holiday pay when employees work a fixed alternative schedule.....	28
Short-term Disability Policy .....	28
Parental Leave Policy .....	30
Family and Medical Leave .....	31
Eligibility .....	31
Qualifying Reasons for Leave.....	31
Definition of “Serious Health Condition” .....	32
Military Family Leave Entitlements.....	32
Leave Usage .....	33
Interaction with Other Leave Policies and Substitution of Paid Leave for Unpaid FMLA/CFRA Leave .....	33
Employee Benefit Protection.....	34
Employee Responsibilities .....	34
Acisire Responsibilities .....	34
Restoration of Employment.....	35
No Interference or Retaliation .....	35
Paid Family Leave Benefits.....	35
Pregnancy Disability Leave .....	36
Entitlements.....	36
Leave Usage .....	36
Notice and Documentation .....	36

Interaction with Other Leave Policies and Substitution of Paid Leave for Unpaid Pregnancy Disability Leave.....	37
Employee Benefit Protection.....	37
Restoration.....	38
Jury Duty and Witness Leave .....	38
Time Off for Voting.....	38
Military Leave.....	38
Military Spouse Leave .....	39
Civil Air Patrol Leave .....	40
Volunteer Civil Service Leave.....	40
Bereavement Leave .....	40
Reproductive Loss Leave .....	41
Crime and Abuse Victim Leave and Accommodations .....	42
Victims of Domestic Violence, Sexual Assault, Stalking, and Other Crimes.....	42
Reasonable Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking.....	43
Victims of Certain Crimes.....	43
Organ and Bone Marrow Donation Leave.....	44
Time Off to Attend School Activities.....	45
Alcohol and Drug Rehabilitation Leave.....	46
Other Leaves.....	46
Business Expenses.....	46
Employee Benefits.....	46
Access to Personnel Files and Reference Checks.....	46
Separation from Employment.....	47
Confidential Information and Trade Secrets .....	47
Notice of Immunity Under the Defend Trade Secrets Act of 2016. ....	48
Work Product and Inventions.....	49
Experience Policies Disclaimer .....	49

## **Introduction and At-Will Employment Policy**

You are essential to the work performed at Acrisure. We want you to understand how we do business. These Experience Policies, therefore, explain key expectations we have for you and what you can expect from us. Except for the Code of Conduct, these Experience Policies supersede and replace 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 these 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 these 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 these Experience Policies, with or without cause or notice at any time. However, oral statements or representations cannot supplement, change or modify the provisions in these Experience Policies. Any change to these Experience Policies will be communicated through an update that gets posted on the HR page of AcriWorld.

If any provision of these 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. These 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 applicable federal, state or local law.

## **Equal Employment Opportunity**

Acrisure is an equal opportunity employer committed to compliance with all applicable 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.

You are prohibited from engaging in unlawful discrimination against employees, applicants, interns and any other covered persons based on race (including without limitation hair texture and protective hairstyles, such as braids, locks and twists), color, age (40 or older), gender (including without limitation gender identity, gender expression, and an individual who is transitioning, has transitioned, or is perceived to be transitioning), sexual orientation, national origin (including without limitation language use restrictions and possession of a driver's license issued

under Vehicle Code section 12801.9), ancestry, citizenship, religious creed (including religious belief, observance and practice, and dress and grooming practices), marital status, registered domestic partner status, military and veteran status, sex (including without limitation pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breast-feeding), physical or mental disability, medical condition, genetic information, reproductive health decision making, the person's use of cannabis off the job and away from the workplace, or any other characteristic protected by applicable federal, state, or local law, ordinance or regulation. Acrisure policy also prohibits unlawful discrimination against employees, applicants, interns and any other covered persons who are perceived to have any of those characteristics or who associate with a person who has or is perceived as having any of those characteristics.

Acrisure also prohibits the harassment of any employee, applicant, intern or other covered person on any of the characteristics listed above. For information about the types of conduct that constitute impermissible harassment and Acrisure's procedures for addressing complaints of discrimination, harassment and/or retaliation, please refer to Acrisure's Harassment, Discrimination and Retaliation Prevention Policy in these Experience Policies.

Acrisure promotes and supports wage equality based on gender, race, ethnicity and all other protected characteristics. Pay discrimination between employees of the opposite sex, or of another race or ethnicity, performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. You will not be retaliated against for inquiring about or discussing wages.

Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, compensation, benefits, leaves of absence, discipline, layoff, recall, termination 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.

### **Harassment, Discrimination, and Retaliation Prevention Policy**

Acrisure is committed to maintaining a work environment free from harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on race (including without limitation hair texture and protective hairstyles, such as braids, locks and twists), color, age (40 or older), gender (including without limitation gender identity, gender expression, and an individual who is transitioning, has transitioned, or is perceived to be transitioning), sexual orientation, national origin (including without limitation language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, citizenship, religious creed (including religious belief, observance and practice, and dress and grooming practices), marital status, registered domestic partner status, military and veteran status, sex (including without limitation pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breastfeeding), physical or mental disability, medical condition, genetic information, reproductive health decision making, the person's use of cannabis off the job and away from the workplace, or any other characteristic protected by applicable federal, state, or local law, ordinance or regulation. Acrisure also prohibits unlawful discrimination, harassment, disrespectful or unprofessional conduct based on the perception that an individual has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics.

In addition, Acrisure prohibits unlawful retaliation against individuals who raise good faith complaints of discrimination, harassment, retaliation or other disrespectful or unprofessional conduct pursuant to this policy, who oppose unlawful discrimination and/or harassment, who pursue any claim for unlawful discrimination and/or harassment, or who participate in workplace investigations.

**All such conduct violates Acrisure policy.**

#### *Harassment Prevention*

Acrisure's policy prohibiting harassment applies to all persons involved in the operation of the Company. Acrisure prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors, managers and co-workers. Acrisure's anti-harassment policy also applies to partners, clients,

vendors, customers, suppliers, consultants, visitors, interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working, regardless of location.

#### Harassment Based on Sex

Acrisure prohibits harassment of employees and other covered persons based on sex, sexual orientation, gender (including pregnancy, childbirth, pregnancy-related conditions), or gender identity or expression (including status as a transgender or transsexual individual) as described in this policy, and regardless of the alleged harasser's sex, sexual orientation or gender. Harassment need not be motivated by sexual desire to be unlawful or violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to harassment based on sex, regardless of whether the treatment is motivated by sexual desire. Harassment based on sex is a violation of this policy, even in instances where the offending employee believed they were acting jokingly and regardless of 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/remarks, 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 harassment based on sex, regardless of whether it is in the form of:

- Verbal Conduct such as epithets, derogatory jokes or comments, slurs, comments about an individual's body or dress, persistent request for dates, or unwanted sexual advances, invitations, or comments.
- Visual Conduct such as leering, making sexual gestures, cartoons, sexually suggestive objects, pictures, posters, photographs, text messages, emails, drawings, or gestures.

- Physical Conduct such as assault, unwanted touching, intentionally blocking normal movement or interference with work because of his or her sex or other protected basis.
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Communication via electronic media of any type that includes any conduct prohibited by or by Company policy.

***This list is illustrative only, and not exhaustive. All forms of harassment based on sex are strictly prohibited.***

#### Other Types of Harassment

Acrisure's anti-harassment policy applies equally to harassment based on the protected characteristics referenced at the outset 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.

***This list is illustrative only, and not exhaustive. Acrisure strictly prohibits any form of harassment based on any of the protected characteristics referenced in this policy, regardless of whether it is verbal, physical, visual, online or through other electronic media.***

#### *Internal Complaint Procedure*

If you have experienced, witnessed, or otherwise become aware of any conduct that you believe is in violation of Acrisure's Harassment, Discrimination and Retaliation Prevention Policy 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.

Your report should be 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 Harassment, Discrimination and Retaliation Prevention Policy 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 Harassment, Discrimination and Retaliation Prevention Policy 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 Harassment, Discrimination and Retaliation Prevention Policy and/or other Equal Employment Opportunity policies, we will timely conduct a fair, impartial and thorough investigation by qualified personnel, in accordance with all applicable legal requirements. 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. Acrisure's investigation will be documented and tracked for reasonable progress.

When we have completed our investigation, we will: (1) determine whether Acrisure's Harassment, Discrimination and Retaliation Prevention policy 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 Acrisure finds to have engaged in conduct in violation of these policies. Any employee responsible for conduct in violation of these 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 these policies and failed to immediately report the conduct will also be subject to appropriate disciplinary action, up to and including separation from employment.

You may be held personally responsible for unlawful harassment. Acrisure does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Company reserves the right not to provide a defense or pay damages assessed against an employee for conduct in violation of this policy.

#### *External Complaint Procedure*

In addition to Acrisure's internal complaint procedure, the federal Equal Employment Opportunity Commission (EEOC) and California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful harassment, discrimination and retaliation in employment. If you believe you have been unlawfully harassed, discriminated or retaliated against, you may file a complaint with either or both of these agencies.

You should contact Human Resources directly with any questions or for more information. You may also contact the DFEH toll free at (800) 884-1684 or visit <http://www.dfeh.ca.gov> or contact the EEOC toll free at (800) 669-4000 or visit <http://www.eeoc.gov/>.

#### *Anti-Retaliation*

You may raise concerns, report problems, or make complaints pursuant to this policy without fear of reprisal. Acrisure strictly prohibits retaliation for: (1) making a good faith internal or external complaint of unlawful discrimination, harassment and/or retaliation; (2) opposing unlawful discrimination, harassment and/or retaliation, and (3) participating in any investigation, proceeding or hearing with respect to unlawful discrimination, harassment or retaliation. 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. Any supervisor or employee who retaliates in violation of this policy will be disciplined, up to and including separation from employment.

### *Training*

As part of Acrisure's commitment to provide a harassment-free workplace, the Company provides training for all employees on sexual and other forms of prohibited harassment, as required by law. Unlawful harassment training includes a component on the prevention and negative effects of abusive conduct in the workplace. It also covers mechanisms to promptly address and correct wrongful behavior, potential employer/individual exposure/liability, and supervisors' obligation to report harassment based on sex, discrimination and retaliation of which they become aware, among other required content. For more information about this training requirement, visit <https://calcivilrights.ca.gov/shpt/>.

While we recognize it is nearly impossible to prevent all employee conflict, we believe training management and non-management staff to recognize and prevent harassment and abusive conduct helps to eliminate it in our workplace.

### **Anti-Bullying Policy**

Acrisure is committed to providing a workplace free from bullying and abusive conduct.

Abusive conduct means conduct of an employer or employee in the workplace with malice that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests, including but not limited to performance standards. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act generally does not constitute abusive conduct, unless the act is especially severe or egregious.

Workplace bullying is behavior that demeans, intimidates, embarrasses or humiliates people, either as individuals or a group. Some examples of workplace bullying include:

- Verbal bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive or offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property.

- Gesture bullying: Non-verbal threatening gestures; glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Acrisure considers abusive conduct and workplace bullying unacceptable and does not tolerate such conduct in the workplace. You are encouraged to report any such behavior to your Leader, your Leader's supervisor, or Human Resources. All complaints will be treated seriously and investigated promptly.

Employees who engage in abusive conduct or bully a co-worker will be subject to disciplinary action, up to and including separation from employment. You will not be retaliated against for making a complaint or participating as a witness in an investigation of abusive conduct or workplace bullying allegation.

### **Reasonable Accommodations**

Acrisure will endeavor to make reasonable accommodations of an otherwise qualified applicant or employee related to the individual's: physical or mental disability; sincerely held religious beliefs and practices; needs as a victim of domestic violence, sex offenses or stalking; needs related to pregnancy, childbirth, or related medical conditions and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Acrisure's business operations and/or pose a direct threat to the health or safety of the individual and/or others in the workplace.

If you believe you need an accommodation for any of these reasons, you are responsible for requesting a reasonable accommodation from the [Human Resources Department](#). You are encouraged to make your request in writing and to include relevant information, such as:

- A description of the accommodation requested.
- The reason the accommodation is needed. If you have a disability that involves medical restrictions arising from occupational or non-occupational injuries or illnesses, you should include the details of the medical restrictions and time frame that they are imposed.
- How the requested accommodation will help you perform the essential functions of your job.

If you are a manager who learns of employees or applicants who may require accommodation for any of the reasons outlined above, you should also coordinate with Human Resources. Human Resources will oversee all requests for reasonable accommodations.

Acrisure is committed to engaging in a good faith interactive process to clarify the needs of the individual making the request, and ask questions to try to identify the appropriate reasonable accommodation. You are expected to cooperate fully in this

interactive process, which may include a request for supporting documentation as permitted by applicable law. Failure to provide the requested documentation supporting the need for an accommodation or cooperate with the process may result in the employee's requested accommodation being denied. Any medical documentation submitted will be kept confidential and in a medical file separate from your personnel file.

Acrisure encourages you to suggest a specific reasonable accommodation that you believe would allow you to perform the essential functions of the 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 and/or posing a direct threat to the health or safety of the individual and/or others in the workplace.

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.

If leave is provided as a reasonable accommodation, such leave will run concurrently with leave under the Family Medical Leave Act ("FMLA"), California Family Rights Act ("CFRA"), and any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law.

Acrisure strictly prohibits retaliation against employees for requesting an accommodation in good faith. 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. Any supervisor or employee who retaliates in violation of this policy will be disciplined, up to and including separation from employment.

### **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, you 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 Family and Medical Leave Act ("FMLA"), California Family Rights Act ("CFRA"), 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 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 a non-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. Non-exempt employees are paid for travel time in accordance with applicable law.

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 are 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 your responsibility to examine your paycheck and pay stub to ensure you 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, non-exempt employees may occasionally be required to work overtime. 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.

Non-exempt employees will be paid one and one half (1 ½) times their regular rate of pay for all hours worked in excess of eight (8) hours in one day, 40 hours in one workweek, and for the first eight (8) hours on the seventh consecutive day of work in a single workweek. Non-exempt employees will be paid double their regular rate of pay for all hours worked in excess of 12 hours in one day and in excess of eight (8) hours on the seventh consecutive day of work in one workweek.

Hours worked on weekends do not automatically constitute overtime. To qualify for overtime, such work must fall into one of the categories above. Only actual hours worked in a given workday or workweek apply in calculating overtime. Sick leave, Flexible Vacation, holidays and any other paid time off are not considered hours worked for purposes of 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

your 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.

#### *Exempt Employees*

If you are an exempt employee, you are expected to work as much of each workday as is necessary to complete your 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.

#### *Exempt Employees*

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) and California law, you will be notified of this classification at the time of hire or change in position. An exempt employee's salary is subject to certain deductions, such as:

- 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.

In any workweek in which an exempt employee performed any work, the employee's salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability;
- Absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled workday;
- Absences for jury duty, attendance as a witness or military leave in any week in which the employee has performed any work; and
- Any other deductions prohibited by state or federal law.

If you are exempt, during the week you begin work for Acrisure 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 FMLA and/or CFRA.

#### *All Employees*

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 your portion of company benefits such as health, dental, life insurance premiums and voluntary contributions to a 401(k) retirement plan.

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 Periods and Rest Breaks for 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 periods to you that meet or exceed the requirements of applicable law.

### *Meal Periods*

Acrisure provides an unpaid, uninterrupted and duty-free meal period of 30 to 60 minutes to non-exempt employees who work more than five (5) hours in a day. Employees who have a total work period of not more than six (6) hours in a day may elect in writing to waive the first meal period by completing the voluntary Meal Period Waiver Election Agreement in Workday. This first meal period must start no later than the end of an employee's fifth hour of work (*i.e.*, at or before hour 4:59).

Acrisure also provides a second, unpaid, uninterrupted and duty-free 30-to-60-minute meal period to non-exempt employees who work more than 10 hours in a day. Employees who have a total work period of not more than 12 hours in a day and who took the first meal period may elect in writing to waive the second meal period by completing the voluntary Meal Period Waiver Election Agreement in Workday. This second meal period must start no later than the end of the employee's 10th hour of work (*i.e.*, at or before hour 9:59).

All non-exempt employees must account for their meal periods on a daily basis by clocking out for each meal period and clocking back in after completing each meal period. Any employee who believes that work responsibilities are preventing the employee from taking a timely, uninterrupted and/or complete meal period is required to inform their Leader or Human Resources on the same day or as soon as possible. Employees who voluntarily fail to take meal periods as scheduled, take unauthorized meal periods or do not return on time from meal periods may be subject to discipline, up to and including separation from employment.

Meal periods are intended to provide employees an opportunity to be away from work, and employees are not permitted to perform any work during meal periods. Employees may turn off any communication devices that connect them to Acrisure during meal periods. Employees are also free to leave the premises during their meal periods, but must return promptly and ready to work after completing their meal period. Non-exempt employees may not work through meal periods to make up lost time.

### *Rest Breaks*

Acrisure provides a paid, uninterrupted and duty-free 15-minute rest break for every 4 hours of work, *or major fraction thereof*, to be taken approximately in the middle of each 4-hour work period. Rest breaks are provided as follows:

Daily Hours Worked	Number of Paid Rest Breaks
Less than 3.5 hours	0

At least 3.5 but fewer than 6 hours	1
At least 6 but fewer than 10 hours	2
At least 10 but fewer than 14 hours	3

Employees are paid for rest breaks, which are counted as hours worked. Rest breaks are intended to provide employees an opportunity to be away from work, and employees are not permitted to perform any work during rest breaks. Employees may turn off any communication devices that connect them to the Company during rest breaks. Employees are also free to leave the premises during their rest breaks, but must return promptly and ready to work after completing their 15-minute rest period. Non-exempt employees may not work through rest periods to make up lost time. Meal periods may not be combined with rest breaks. Nor may you use such breaks to come in late or leave early.

Rest breaks are not accounted for on daily time records; employees should not clock out and in for paid rest breaks. Any employee who believes that work responsibilities are preventing the employee from taking a timely, uninterrupted and/or complete rest break is required to inform their Leader or Human Resources on the same day or as soon as possible. Employees who voluntarily fail to take rest breaks as scheduled, take unauthorized rest breaks or do not return on time from rest breaks may be subject to discipline, up to and including separation from employment.

*Meal Period and Rest Break Premium Pay*

If an employee misses a meal period and/or rest break for a work-related reason, or if an employee is required to take a short or late meal period and/or rest break because of work, the employee may be entitled to receive premium pay equivalent to one hour of pay at the employee’s regular rate of pay. Contact Human Resources with any questions about premium pay.

**Lactation Accommodations**

If you are a nursing mother, you are eligible to take reasonable breaks as frequently as needed to express breast milk for your infant child in accordance with applicable federal, state and local law. 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.

If you are a non-exempt employee, you are encouraged to take your lactation break(s) at the same time as your meal and/or rest breaks. If possible, the lactation break time for non-exempt employees must run concurrently with meal periods and rest breaks already provided. If you are a non-exempt employee and take a lactation break that is not during your paid rest break(s), the lactation break

is unpaid. You must clock in and clock out for lactation breaks that do not run concurrently with your paid rest break(s).

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. This area will be safe, clean, free from hazardous materials, in close proximity to your work area, contain a surface to place a breast pump and personal items, and have a place to sit. This space will also have access to electricity, running water, and a refrigerator or other cooling device to store milk.

California law prohibits discrimination and retaliation against lactating employees for exercising their rights granted by law for lactation accommodations. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

You have the right to file a complaint with the California Labor Commissioner for any violation of your right to lactation accommodation.

### **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. Marijuana, even if prescribed by California's medical marijuana law, remains illegal under federal law, and is prohibited under the Company's policy.
- 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 and believe the medication will impair your job performance, safety, or the safety of others or believe you need a reasonable accommodation, you should inform the Human Resources Department before reporting to work while under the influence of that medication. Please see Acrisure's Reasonable Accommodations policy for more information about requesting reasonable accommodations for disabilities.

### **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.

"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.

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.

### **Reporting a Work Injury**

Acrisure provides workers' compensation insurance coverage as required by law for employees who sustain an on-the-job injury or illness. 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.

Any leave of absence due to a workplace injury will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law.

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.

### **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 local laws. To the extent any additional benefits are required under applicable 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 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 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. You are entitled to take Sick Leave immediately upon your oral or written request.

Acrisure will not condition Sick Leave on documentation from a health care provider certifying your reason for Sick Leave, it may be reasonable in certain circumstances for Acrisure to require such documentation before paying the Sick Leave if Acrisure has information indicating that you are not requesting Sick Leave for a valid purpose. 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 regular 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 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, FMLA, CFRA, 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 FMLA, CFRA, 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 (1<sup>st</sup>) day of the seventh (7<sup>th</sup>) week of STD benefits through your return to work or the end of the twenty-fifth (25<sup>th</sup>) 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.

Additional disability benefits may be available through California's State Disability Insurance Program. Your benefits under this policy may be offset by benefits you are eligible for through California's State Disability Insurance Program.

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 FMLA, CFRA, 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](mailto:leaves@acrisure.com)
- [Lincoln Financial Group](http://Lincoln Financial Group) at (800) 213-4467 or [mylincolnportal.com](http://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](mailto:leaves@acrisure.com)
- Lincoln Financial Group at (800) 213-4467 or [mylincolnportal.com](http://mylincolnportal.com)

### **Family and Medical Leave**

The federal Family and Medical Leave Act and the California Family Rights Act ("FMLA/CFRA") provide eligible Employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave Employees may use under this policy is 12 weeks within a 12-month period.

#### *Eligibility*

To be eligible for FMLA /CFRA leave under this policy, you must:

- Have worked at least 12 months for Acrisure in the preceding 7 years (limited exceptions apply to the 7-year requirement).
- Have worked at least 1,250 hours for Acrisure over the 12 months preceding the date the leave would commence.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

#### *Qualifying Reasons for Leave*

FMLA and/or CFRA leave may be taken for any one, or for a combination, of the following reasons:

- Disability due to pregnancy, childbirth, or related medical condition (counts only toward FMLA leave and Pregnancy Disability Leave entitlements – see Pregnancy Disability Leave Policy for more information);
- Bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements);
- Placement of a child with you or your spouse/registered domestic partner for adoption or foster care or to care or bond with the child (counts toward FMLA and CFRA leave entitlements);
- To care for the employee's spouse, child or parent with a serious health condition (counts toward FMLA and CFRA leave entitlements);
- To care for the employee's registered domestic partner, parent-in-law, grandparent, grandchild, sibling, or designated person with a serious health condition (counts toward CFRA entitlements only, except when grandparent, grandchild, or sibling meets FMLA definition of parent or child);
- For the employee's own serious health condition (excluding pregnancy) that makes the employee unable to perform one or more essential functions of their job (counts toward FMLA and CFRA leave entitlements), and/or

Because of any qualifying exigency arising out of the fact that the employee's spouse, registered domestic partner, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to

covered active duty status) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country (counts toward FMLA and CFRA leave entitlements, except that leave taken for a registered domestic partner counts towards CFRA leave entitlement only).

Leave to care for a child after birth or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement.

Under the CFRA, a "designated person" means any individual related by blood or whose relationship with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Acrisure may limit an employee to one designated person every 12-month period for family care and medical leave.

#### *Definition of "Serious Health Condition"*

FMLA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice, or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.

Under the CFRA, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care or any period of incapacity, or continuing treatment by a health care provider. The CFRA defines "inpatient care" broadly and includes a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with inpatient care, or any period of incapacity. A person will be considered an "inpatient" when they are formally admitted to a health care facility with the expectation that they will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines "incapacity" as the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment or the recovery that it requires.

#### *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 your 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.

#### *Leave Usage*

The maximum amount of leave that may be for FMLA and CFRA leave is 12 weeks in a 12-month period. In most cases, subject to limited exceptions, FMLA and CFRA leaves run concurrently. 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.

You may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for your or your immediate family member's serious health condition. Intermittent leave for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. If you require an intermittent or reduced-schedule leave, you must try to schedule your leave so that it will not unduly disrupt Acrisure's operations. Intermittent leave is permitted in intervals of at least one hour.

#### *Interaction with Other Leave Policies and Substitution of Paid Leave for Unpaid FMLA/CFRA Leave*

Depending on the purpose of your leave request, you may choose (or Acrisure may require you) to use available Sick Leave, Parental Leave, Short Term Disability and/or the State of California's Paid Family Leave benefits concurrently with some or all the FMLA/CFRA leave. The substitution of such paid time for unpaid FMLA/CFRA leave does not extend the maximum amount of leave time to which you are eligible under the FMLA and/or CFRA. To use paid leave concurrently with FMLA/CFRA leave, you must comply with Acrisure's normal paid leave procedures in

the applicable leave policy. Time under Acrisure's Flexible Vacation Policy may not be used for FMLA/CFRA leave.

#### *Employee Benefit Protection*

If you and/or your family participates in Acrisure's group health plan, Acrisure will maintain coverage during FMLA/CFRA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, Acrisure may recover premiums it paid to maintain health coverage or other benefits for you and/or your family. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Following the conclusion of the FMLA/CFRA leave, Acrisure's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

You should consult the applicable plan document for information regarding eligibility, coverage and benefits.

#### *Employee Responsibilities*

You must provide 30 days' advance notice of the need to take FMLA/CFRA 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 Acrisure's normal call-in procedures. Acrisure 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/CFRA 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/CFRA leave was previously taken or certified. You also are required to provide a certification and periodic recertification supporting the need for leave. Acrisure 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. Acrisure also may delay or deny approval of leave for lack of proper medical certification.

#### *Acrisure Responsibilities*

To the extent required by law, Acrisure will inform you whether you are eligible for leave under the FMLA/CFRA. Should you be eligible for FMLA/CFRA leave, Acrisure will provide you with a notice that specifies any additional information required, as well your rights and responsibilities. Acrisure will also inform you if leave will be designated as FMLA/CFRA-protected and, to the extent possible, note the amount

of leave counted against your leave entitlement. If you are not eligible for FMLA/CFRA leave, Acrisure will provide a reason for the ineligibility.

#### *Restoration of Employment*

Upon returning from FMLA/CFRA leave, you will typically be restored to your original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

If you exceed the 12-week FMLA/CFRA entitlement, you will be subject to Acrisure's other applicable leave of absence, accommodation and attendance policies. This may result in separation from employment if you have no other Acrisure-provided leave available that applies to the continued absence.

#### *No Interference or Retaliation*

It is unlawful for Acrisure (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA/CFRA or (2) to discharge or discriminate against you for opposing any practice made unlawful by the FMLA/CFRA or for involvement in any proceeding under or relating to the FMLA/CFRA.

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

For more information regarding leave under this policy you should contact Human Resources.

#### **Paid Family Leave Benefits**

You may be eligible to receive benefits through the California Paid Family Leave (PFL) program, which is administered by the Employment Development Department (EDD), if you take leave to:

- Care for a child, spouse, parent, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner, with a serious health condition;
- Bond with a minor child within the first year of the child's birth or placement in connection with foster care or adoption; or
- Participate in a qualifying exigency related to the covered active duty or call to covered active duty of the employee's spouse, domestic partner, child or parent in the Armed Forces of the United States.

These benefits are financed solely through employee contributions to the PFL program. That program is solely responsible for determining if the employee is eligible for such benefits.

If you need to take time off work for any of the reasons set forth above, you must advise Acrisure, and you will be given information about the EDD's PFL program and how to apply for benefits. You also may contact your local EDD Office for further information.

Employees taking time off work for any of the reasons set forth above are not guaranteed job reinstatement unless they qualify for such reinstatement under the FMLA, CFRA or other applicable family and medical leave laws.

Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as FMLA/CFRA leave, if applicable.

### **Pregnancy Disability Leave**

Acrisure will grant an unpaid Pregnancy Disability Leave if you are disabled because of your pregnancy, childbirth, or a related medical condition.

#### *Entitlements*

Pregnancy Disability Leave is for any period(s) of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months. For purposes of this policy, four (4) months means time off for the number of days you would normally work within the four (4) calendar months (17 and one-third weeks), following the commencement date of taking Pregnancy Disability Leave. For a full-time employee who works 40 hours per week, four (4) months means 693 hours of leave entitlement, based on 40 hours per week times 17 and one-third weeks. Employees working a part-time schedule will have their Pregnancy Disability Leave calculated on a pro-rata basis.

If affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by pregnancy, childbirth or a related medical condition may also be entitled to other reasonable accommodations were doing so is medically necessary.

#### *Leave Usage*

The Pregnancy Disability Leave does not need to be taken in one continuous period of time, but can be taken on an intermittent basis in accordance with applicable law. Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression, loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by Pregnancy Disability Leave. If it is medically advisable for you to take intermittent leave or work a reduced schedule, Acrisure may require you to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

#### *Notice and Documentation*

To receive reasonable accommodation, obtain a transfer or take Pregnancy Disability Leave, you must provide sufficient notice so Acrisure can make appropriate plans. Thirty days' advance notice is required if the need for the

reasonable accommodation, transfer or Pregnancy Disability Leave is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

You are required to obtain a certification from your health care provider of the need for Pregnancy Disability Leave or the medical advisability of an accommodation or for a transfer. For Pregnancy Disability Leave, a medical certification indicating disability necessitating a leave is sufficient if it contains: (1) a statement that you need to take Pregnancy Disability Leave because of disability due to pregnancy, childbirth or a related medical condition; (2) the date on which you became disabled because of pregnancy; and (3) the estimated duration of the leave. For reasonable accommodations or transfers, the certification is sufficient if it contains: (1) a description of the requested reasonable accommodation or transfer; (2) a statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and (3) the date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

#### *Interaction with Other Leave Policies and Substitution of Paid Leave for Unpaid Pregnancy Disability Leave*

Pregnancy Disability Leave is unpaid. Acrisure may require you to use available Sick Leave concurrently with Pregnancy Disability Leave before taking the remainder of Pregnancy Disability Leave on an unpaid basis. At your option, you can use any available Short Term Disability benefits concurrently with your Pregnancy Disability Leave. The substitution of any paid time for unpaid Pregnancy Disability Leave does not extend the maximum amount of Pregnancy Disability Leave time to which you are eligible. Time under Acrisure's Flexible Vacation Policy may not be used for Pregnancy Disability Leave.

Acrisure encourages employees to contact the California Employment Development Department regarding eligibility for State Disability Insurance wage replacement for the unpaid portion of Pregnancy Disability Leave.

Pregnancy Disability Leave runs concurrently with FMLA leave. Pregnancy Disability Leave does not run concurrently with CFRA leave, but can run consecutively with CFRA leave. Please refer to Acrisure's Family and Medical Leave policy for additional information.

#### *Employee Benefit Protection*

Pregnancy Disability Leave, Acrisure will maintain any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. You should make arrangements for payment of your share of the insurance premiums. Please consult with Human Resources to determine whether extended benefits are available for a particular leave.

### *Restoration*

Upon return from a covered Pregnancy Disability Leave, the employee, in most instances, will be reinstated to the same position. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on Pregnancy Disability Leave.

If you do not return to work from a Pregnancy Disability Leave on the originally scheduled return date, nor request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with Acrisure, unless you are entitled to FMLA/CFRA or entitled to further leave pursuant to applicable law.

### **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 appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. If required to serve jury duty beyond the four weeks, time off for jury duty will be unpaid. You must provide reasonable notice and a copy of the summons to your Leader, and are expected to report to work whenever the court schedule permits.

If you are an exempt employee and work any portion of a workweek in which you also perform jury duty or participate as a summoned witness in a case where you are not a party, you will receive your full salary for that workweek.

### **Time Off for Voting**

If you cannot vote in a federal, state, or local public election outside of your working hours, then you will be allowed sufficient time off to go to the polls. Acrisure will pay you for up to the first two (2) hours of absence from regularly scheduled work that is necessary to vote in a federal, state, or local election. Additional time off, without pay or through use of Flexible Vacation, can be arranged with your Leader. You must provide your Leader with reasonable advance notice that you need time off to vote and must give at least 3 days' notice when possible.

### **Military Leave**

If you are called to active military service, you are entitled to an unpaid leave of absence. For purposes of this policy, eligible military service means service in: (1) the Army, Navy, Air Force, Marine Corps, Coast Guard (and Reserves for each branch); (2) National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty; (3) commissioned corps of the Public Health Service, and (4) any other category of persons designated by the President of the United States in time of war or emergency.

You may take leave under this policy for the following types of military service: active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, submitting to an examination to determine

the employee's fitness for any of these services, and funeral honors duty performed by National Guard members, as well as service as an intermittent disaster response appointee of the National Disaster Medical System when employees are activated under federal authority or attending authorized training in support of a federal mission. This also includes members of the National Guard in another state and are called into service by the other state or the President, causing them to leave a private job in California.

You may also be eligible to take leave under the California Military and Veterans Code to engage in drills, training, encampment, naval cruises, special exercises, or like activity, including travel time to and from duty, if they are a member of the reserve corps of the US armed forces, the National Guard, or the Naval Militia, or the California State Military Reserve.

When possible, you should give at least 30 days' notice of your request for leave under this policy. If 30 days' notice is not possible because of military necessity or for other reasons, an employee should give as much advance notice to Acrisure as possible. Where possible, a copy of the applicable, official military orders for training or active duty should accompany your request for a leave of absence.

Military leave is unpaid, unless pay is otherwise required by applicable local law.

If you are on a military leave of absence, you are afforded reemployment rights and retain seniority benefits for all prior service on reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and California Military and Veterans Code. Nothing in this policy requires Acrisure to reemploy individuals who are not eligible for reemployment rights under applicable law. If the uniformed service is for 30 or fewer days, health benefits will continue in the same manner as prior to leave. For service beyond 30 days, the law provides COBRA-like continuation benefits.

If you are a member of the California National Guard and are called into service, you will be eligible for reinstatement and have any absence from work considered leave if you: (1) receive a certificate of satisfactory service or equivalent certificate; (2) are still qualified to perform the duties of your former position, and (3) submit an application for reemployment to Acrisure within either 40 days after release from service if you were a full-time employee, or 5 days after release from service if you were a part-time employee. See Human Resources for more information on military leaves of absence.

### **Military Spouse Leave**

If you work an average of 20 hours or more per week and have a spouse or registered domestic partner in the US Armed Forces, National Guard, or Reserves, you will be entitled to 10 days of unpaid leave while your spouse or registered domestic partner is on leave from deployment during a period of military conflict. The term "period of military conflict" means either (i) a period of war declared by

Congress, or (ii) a period of deployment for which a member of a reserve component is ordered to active duty as that term is defined by law.

You must notify Acrisure within two (2) business days after receiving official notice that your qualified military member will be on leave from deployment and of your intention to take leave under this policy. You must also provide official documentation certifying that your spouse or registered domestic partner is actually on leave from active duty during the same time period the leave is requested. There is also no requirement that the service member on leave return home; the employee spouse may choose to meet the service member at another location during the leave period.

When you are also eligible for military family member exigency leave, leave under this policy shall also count toward your leave entitlement under the FMLA, where the time off meets the definition of FMLA military exigency leave.

### **Civil Air Patrol Leave**

If you are a volunteer member of the California Wing of the civilian auxiliary of the United States Air Force Civil Air Patrol, you are entitled of up to 10 days off each year to respond to an emergency operation mission. Each emergency leave cannot exceed 3 days, unless the emergency is extended by the entity in charge of the operation and approved from Acrisure.

Civil Air Patrol leave is unpaid. You may be asked to provide certification of your eligibility to take Civil Air Patrol leave. Please contact Human Resources for additional information.

### **Volunteer Civil Service Leave**

If you are a volunteer fire fighter, reserve peace officer, or emergency rescue personnel, you are also entitled to 14 unpaid days off per year to engage in fire, law enforcement, or emergency rescue training.

If you are a volunteer fire fighter, reserve peace officer, or emergency rescue personnel, you may take an unpaid leave of absence to perform emergency duty. To request time off under this policy, you must notify your Leader immediately after the need for leave becomes known.

### **Bereavement Leave**

Acrisure provides you with up to five (5) days of paid Bereavement Leave to grieve and make necessary arrangements for the death of an immediate family member. Immediate family is defined as: spouse, registered domestic partner, child, parents (including in-laws), stepparents, siblings, grandparents, and grandchildren. Bereavement Leave need not be consecutive, but must be completed within three (3) months of the family member's death.

If requested by Acrisure, you must provide documentation of the death of the family member, such as a death certificate, a published obituary, or written

verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Acrisure will maintain the confidentiality of any employee requesting Bereavement Leave under this policy, including any documentation provided to Acrisure related to a request for Bereavement Leave.

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.'

### **Reproductive Loss Leave**

Acrisure provides you with up to five (5) days of Reproductive Loss Leave within three (3) months of experiencing a reproductive loss event. For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Reproductive Loss Leave does not need to be taken on consecutive days, but must be completed within three (3) months of the reproductive loss event, except that if you are on some other leave from work prior to or immediately following a reproductive loss event, the Reproductive Loss Leave is available for you to use during the three (3) months following the end date of the other leave.

If you experience multiple reproductive loss events, you may take five (5) days off for each event, up to 20 days in a 12-month period.

You must inform your Leader prior to commencing Reproductive Loss Leave. Acrisure will maintain the confidentiality of any employee requesting leave under this policy, including information provided to Acrisure related to a request for leave, in accordance with applicable law.

Reproductive Loss Leave is unpaid; however, you may use available Sick Leave if your Reproductive Loss Leave is otherwise Sick-Leave qualifying. If you exhaust all available Sick Leave, you may arrange use of Flexible Vacation with your Leader in place of unpaid Reproductive Loss Leave. The substitution of Sick Leave and/or Flexible Vacation for unpaid Reproductive Loss Leave does not extend the length of Reproductive Loss Leave and the paid time will run concurrently with your Reproductive Loss Leave entitlement, to the maximum extent permitted by applicable law.

Reproductive Loss Leave provided pursuant to this policy will also run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law.

## **Crime and Abuse Victim Leave and Accommodations**

### *Victims of Domestic Violence, Sexual Assault, Stalking, and Other Crimes*

If you are a victim of domestic violence, sexual assault, stalking, a crime that caused physical injury or caused mental injury and a threat of physical injury, or your covered family member has died as the direct result of a crime, you may take time off to:

- Seek medical attention for injuries caused by crime or abuse;
- Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- Obtain psychological counseling or mental health services related to an experience of crime or abuse;
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation;
- Obtain or attempt to obtain other relief, including but not limited to a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child.

Covered family members include your spouse, registered domestic partner, child, parent, or sibling. The listed family members include biological, adoptive, foster, step, legal ward/guardian, and in loco parentis. Even if not listed, an individual may be considered a covered family member if their close association with you is the equivalent of one of the described family relationships.

If feasible, you must give your Leader or Human Resources reasonable advance notice of your need for time off under this policy. Acrisure may ask you to provide certification for your absence. Any verbal or written statement, police or court record, or other documentation provided to Acrisure identifying you as a victim will be kept confidential and will not be disclosed by Acrisure except as required by federal or state law or as necessary to protect your safety in the workplace, and only with notice to you before any authorized disclosure.

Leave under this policy is unpaid; however, you may use available Sick Leave if your leave is otherwise Sick-Leave qualifying. If you exhaust all available Sick Leave, you may arrange use of Flexible Vacation with your Leader in place of unpaid leave under this policy. The substitution of Sick Leave and/or Flexible Vacation for unpaid leave under this policy does not extend the length of leave under this policy and the paid time will run concurrently with your entitlement to leave under this policy, to the maximum extent permitted by applicable law.

This policy does not create a right for any employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by the FMLA. Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons,

including but not limited to FMLA/CFRA leave, to the maximum extent permitted by applicable law.

Acrisure will not discriminate or retaliate against you for taking leave under this policy or because of your status as a victim of a crime or abuse.

#### *Reasonable Accommodations for Victims of Domestic Violence, Sexual Assault or Stalking*

If you are a victim of domestic violence, sexual assault, or stalking, Acrisure will endeavor to provide you with a reasonable accommodation for your safety while at work so long as the accommodation does not constitute an undue hardship on Acrisure's business operations. For purposes of this policy, reasonable accommodations may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault or stalking or other crime that occurs in the workplace; an implemented safety procedure; another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization .

If you believe you need an accommodation under this policy, you are responsible for requesting a reasonable accommodation from the Human Resources Department. Acrisure will engage in a timely, good faith and interactive process with you to determine effective reasonable accommodations. During this process, Acrisure may request certification from you demonstrating your status as a victim of domestic violence, sexual assault, or stalking. Any verbal or written statement, police or court record, or other documentation provided to Acrisure identifying you as a victim will be kept confidential and will not be disclosed by Acrisure except as required by federal or state law or as necessary to protect your safety in the workplace, and only with notice to you before any authorized disclosure.

Acrisure will not retaliate against you for requesting a reasonable accommodation under this policy, regardless of whether the request is granted. 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.

#### *Victims of Certain Crimes*

If you or your covered family member is the victim of a serious or violent felony, or the victim of felony theft or embezzlement, you may take time off to attend judicial proceedings related to that crime.

Covered family members are your spouse or registered domestic partner, child, parent, or sibling (including step). The listed family members include biological and step family members.

If you are a victim of one of the crimes listed below, you may take time off to appear in court to be heard at any proceeding involving a post arrest release decision, plea, sentencing, postconviction release decision, or any proceeding in which a right of the victim is at issue:

- Vehicular manslaughter while intoxicated;
- Felony child abuse likely to produce great bodily harm or a death;
- Assault resulting in the death of a child under eight years of age;
- Felony domestic violence;
- Felony physical abuse of an elder or dependent adult;
- Felony stalking;
- Solicitation for murder;
- A serious felony;
- Hit-and-run causing death or injury;
- Felony driving under the influence causing injury;
- Sexual assault

When feasible, you must provide advance notice to your Leader or Human Resources. If advance notice is not feasible, you must provide documentation or certification for your absence within a reasonable time. Acrisure will keep confidential any records regarding your leave under this policy.

Leave under this policy is unpaid; however, you may use available Sick Leave if your leave under this policy is otherwise Sick-Leave qualifying. If you exhaust all available Sick Leave, you may arrange use of Flexible Vacation with your Leader in place of unpaid leave under this policy. The substitution of Sick Leave and/or Flexible Vacation for unpaid leave under this policy does not extend the length of leave under this policy and the paid time will run concurrently with your entitlement to leave under this policy, to the maximum extent permitted by applicable law.

### **Organ and Bone Marrow Donation Leave**

If you are undergoing a medical procedure to donate an organ, Acrisure provides you with paid Organ Donation Leave of up to 30 days, plus an additional unpaid Organ Donation Leave up to 30 days, in any one-year period. This one-year period is measured from the start of the Organ Donation Leave. Acrisure may require certification from your physician regarding the purpose and length of each Organ Donation Leave requested.

For an initial request for Organ Donation Leave, you must use up to two (2) weeks of available Sick Leave, but the use of Sick Leave or other paid time off does not extend the term of Organ Donation Leave.

If you are undergoing a procedure to donate bone marrow, Acrisure provides you with up to five (5) days of paid Bone Marrow Donation Leave any one-year period. Acrisure may require certification from your physician regarding the purpose and length of the Bone Marrow Donation Leave requested. You must use available Sick Leave for Bone Marrow Donation Leave, but the use of Sick Leave does not extend the term of Bone Marrow Donation Leave.

Organ and Bone Marrow Donation Leave will not be taken concurrently with FMLA/CFRA leave. Please contact Human Resources for more information.

### **Time Off to Attend School Activities**

You are provided unpaid time off up to 40 hours in one (1) calendar year if you are a parent (including an individual acting in the capacity of a parent under the law), guardian, stepparent, foster parent or grandparent with custody of a child attending, or of age to attend, a licensed child care provider or kindergarten through Grade 12. The unpaid leave must be used for the following child-related activities:

1. To find, enroll or reenroll the child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of the child.
2. To address a child care provider or school emergency, meaning that the child cannot remain in school or with a child care provider due to one of the following:
  - the school or child care provider has requested that the child be picked up or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
  - behavioral or discipline problems;
  - closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
  - a natural disaster, including, but not limited to, fire, earthquake or flood.

Time off for reason No. 1 cannot exceed eight (8) hours in any calendar month of the year. Prior to taking leave for reason No. 1 above, you must provide reasonable notice of the planned absence to your Leader. You must also give notice to your Leader when taking leave for reason No. 2 above.

If more than one parent of a child is employed at the same worksite, leave for the reasons above apply, at any one time, only to the parent who first gives notice, such that another parent may take a planned absence simultaneously as to that same child for the reasons above, but only if the parent obtains approval from their Leader for the requested time off.

You may be required to provide documentation of your participation in these activities. Parents, guardians or grandparents with custody of schoolchildren who

have been suspended also are allowed to take unpaid time off to appear at the school pursuant to the school's request.

Time off under this policy without pay or through use of Flexible Vacation can be arranged with your Leader.

### **Alcohol and Drug Rehabilitation Leave**

If you wish to voluntarily enter and participate in an alcohol or drug rehabilitation program, Acrisure will reasonably accommodate time off so long as it does not impose an undue hardship. Please contact Human Resources if you are interested in taking time off under this policy.

### **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 will be reimbursed for all reasonable and necessary business expenses incurred in the performance of your duties. You should promptly submit expense reports detailing the business-related expenses. After submission, your manager must review and approve the expense. You must obtain prior written consent before incurring *any* business-related expense. If you incur a reasonable and necessary business expense without prior written consent, Acrisure will reimburse you, but you may be subject to disciplinary action up to and including separation from employment. Original receipts must be attached to the expense report with an explanation as to the nature of the expense. If you do not have an original receipt, please contact your Leader to discuss. 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.

Acrisure will pay mileage for business-related auto usage at the applicable IRS rate.

### **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. Documents related to your health, any medical condition and/or any disability are maintained separately.

You will be provided access to your personnel records in accordance with applicable state law. If you want to request a copy of your personnel file, you should make a request in writing to the Human Resources Department. Acrisure will comply with one request every six months by current employees and one request per year by former employees as long as records are maintained, or otherwise as required by state or local law. Your representative may also request access to your personnel records on your behalf, provided that they are authorized to do so in writing by you.

Within a reasonable time after receiving your written request, but in any event no later than 30 days after receiving the request, Acrisure will provide you (or an authorized representative) with copies of your personnel records in accordance with applicable state law.

For reference check purposes, the only information that will be shared with an outside person or entity about your employment record will be confirmation of your employment with Acrisure, date of hire and position(s) held. If you wish for Acrisure to 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 Acrisure 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, computers, and monitor(s).

In addition, the Acrisure's physical property, you should not take from Acrisure any of Acrisure's electronic data or records of any type related to your work or Acrisure's clients or business partners. If you have any such 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.

### **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 Acrisure, 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 Acrisure has not provided the employee with 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 file 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.

### **Experience Policies Disclaimer**

These Experience Policies contain 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 these Experience Policies are guidelines only. Acrisure reserves the right to interpret and administer the provisions of these Experience Policies 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 these Experience Policies at any time with or without notice. However, oral statements or representations cannot supplement, change, or modify the provisions in these Experience Policies.

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

The provisions in these Experience Policies are not intended to in any way create any contractual obligations with respect to your employment

### **NOTHING IN THESE EXPERIENCE POLICIES 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 THESE EXPERIENCE POLICIES 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 THESE EXPERIENCE POLICIES 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, these Experience Policies supersede all prior versions published or distributed by Acrisure and all inconsistent oral or written statements.