



OREGON

***HANDBOOK
ADDENDUM***

2025

EQUAL EMPLOYMENT OPPORTUNITY

MJ Hughes is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the Company that employment decisions for all applicants and employees will be made without regard to race (including physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyle), color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

HARASSMENT

All employees are expected and required to treat one another, as well as our customers, in a courteous and respectful manner at all times.

Harassment of any kind is prohibited. This specifically includes sexual harassment, sexual assault, and other harassment based upon race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with productivity.

Sexual Harassment: Sexual harassment is a form of sex discrimination under state and federal law. Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when:

- Submission to the advance is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the advance affects the basis of employment decisions for the employee; or,
- Such conduct or statements have the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Assault: Sexual assault is a form of sex discrimination under state and federal law. Sexual Assault means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Examples of harassment which may violate this policy also include:

- Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- Visual forms of harassment such as derogatory, offensive or sexually suggestive emails, texts, memes or pictures displayed or viewed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

Although sexual harassment is sometimes difficult to define, in general, all employees should be aware that sexual conduct and conversations are inappropriate in the workplace.

MJ Hughes will not tolerate harassment.

Reporting Procedures for Discrimination, Including Harassment and Sexual Assault

All employees are responsible for creating and maintaining a safe and positive work environment. If you believe you have experienced harassment, sexual harassment, discrimination, retaliation, sexual assault or if you have witnessed harassment, sexual harassment, sexual assault or discrimination by a co-worker, supervisor, vendor, visitor, customer or others that violates our policy, it is important that you take steps to address it immediately.

- First, if you are comfortable doing so, talk to the person whose behavior is bothering you and ask the person to stop.
- Next, if you are not comfortable speaking with that person, or if you asked them to stop and they have not, contact your supervisor or any member of management or human resources. **If you are uncomfortable speaking to your supervisor, please bring your concerns to any manager.**
- Be sure to document any incidents that you believe are in violation of this policy, including a description of the conduct, names of individuals involved, names of potential witnesses and dates.

A prompt, thorough and objective investigation of the complaint will be conducted by a qualified person. Documentation will be maintained to ensure reasonable progress. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation. Employees who have had a complaint should immediately make a further complaint should the harassment reoccur. e had a complaint should immediately make a further complaint should the harassment reoccur.

Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be harassing other employees will be immediately and appropriately disciplined, up to and including immediate discharge.

Retaliation against employees who experience, witness or report a complaint regarding behaviors described above or other conduct addressed by this policy will not be tolerated.

Statute of Limitations: Employees have five years since the date of offense to bring about a claim of sexual harassment or discrimination.

Nondisclosure & Nondisparagement Agreements: The Company may not require or coerce you from entering into a nondisclosure or nondisparagement agreement, otherwise known as confidentiality agreements that prevents you from discussing discrimination including harassment. However, after a claim of discrimination, including harassment, you may voluntarily request to enter into an agreement containing a nondisclosure, nondisparagement, or no-rehire provision. This agreement must give you at least seven days to revoke after signature. gnature.

Definitions Under This Policy:

Nondisclosure Agreement: Any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

Nondisparagement Agreement: Any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

No-rehire Provision: Any agreement prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

DISABILITY ACCOMMODATIONS AND NON-DISCRIMINATION

MJ Hughes is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to qualified individuals with a disability, as defined by state or federal regulations, who has made MJ Hughes aware of their disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on the Company. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

Employer Accommodations for Pregnancy

If you need a temporary change to how, when, or where you work due to known limitations relating to pregnancy, childbirth or a related medical condition (including but not limited to lactation), you may request an accommodation under this policy.

MJ Hughes will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for the Company. MJ Hughes will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of the Company and its customers, the needs of the Company's other employees, the Company's operations, and the Company's resources.

MJ Hughes will not deny employment opportunities, take adverse employment action or in any manner discriminate or retaliate against you based on the need to make a pregnancy-related reasonable accommodation. Additionally, the Company will not require you to accept a reasonable accommodation that is unnecessary to perform the essential duties of your job nor will the Company require you to accept a reasonable accommodation if you do not have a known limitation. MJ Hughes will not require you to take family leave, or any other leave, if the Company can make a reasonable accommodation to the known limitations.

Requesting an Accommodation

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact Human Resources. A request for an accommodation should include an explanation of why you require an accommodation, which may include any physical limitations or risks you face in your job, or a description of the difficulties you are having with one or more aspects of your job. Your request may also include a description of the accommodation you are requesting. A request should also include the date when accommodation will become necessary and the expected duration of your need for accommodation. If the end date for your accommodation changes in the future, notify your supervisor and/or Human Resources.

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Your supervisor and/or Human Resources will make a determination regarding your request for an accommodation within five business days. However, delays may be caused by waits for medical or other documentation, or necessary information from third parties. You will be kept informed of the status of your request.

Approved accommodations will be implemented as quickly as possible. If your request is denied, you will be given an explanation of the denial. The reasonable accommodation process is interactive and ongoing; your supervisor and/or Human Resources will work with you to determine if there is an accommodation that meets your needs.

REST & MEAL PERIODS

Each employee is provided with a paid 10-minute rest break for every four hours worked. Employees working shifts of six hours or more will also be provided an unpaid 30-minute meal break. Please schedule your breaks with your supervisor.

Rest and meal periods are mandatory and may not be combined or used to shorten the workday.

LACTATION BREAKS

If you are a nursing parent, MJ Hughes will provide you with unpaid lactation breaks up until your child is 18 months old. Under Oregon law, nursing parents are allowed a lactation break for a reasonable amount of time whenever they need to express milk.

If a non-exempt employee takes a lactation break at the same time as a paid rest break, the break is paid. Otherwise, lactation breaks are unpaid.

As a nursing parent, you will be provided a private place (other than a bathroom) in close proximity to your work area that is shielded from view and free from intrusion by co-workers and the public, where you can express breast milk.

If you require lactation breaks, please contact your supervisor or Human Resources.

PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare (FICA)
- Workers' Benefit Fund Assessment
- Oregon Transit Tax
- Paid Leave Oregon Contributions
- Other items designated and authorized by you in writing
- Other items required by law, such as wage garnishments

At the beginning of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the previous year. You may also update your Withholding Allowance Certificate (W-4) deductions at any time. If you have any questions regarding these deductions, please contact the payroll department.

EQUAL PAY

At MJ Hughes, we are committed to providing equal pay to our employees. We will not discriminate in the payment of wages or other compensation between employees performing work of a comparable character. We take affirmative steps to ensure equal pay for those comparable positions by setting pay based on bona fide business factors including seniority, merit, quantity/quality of work, work location, travel, education, training, and/or experience.

Our Company will also not make inquiries into an applicant or employee's current or former compensation during the recruitment process, nor will it determine compensation for a position based on the current or past compensation of an applicant or employee.

If you have questions about your compensation, please talk with Human Resources.

VETERANS DAY

MJ Hughes allows eligible veterans to request Veterans Day off in compliance with statutory requirements. Check with Human Resources to determine whether you are an eligible veteran. You may be required to provide documentation of your eligibility for this type of leave.

Eligible employees wanting to take the day off must make a request to their supervisor at least 21 days before Veterans Day each year. MJ Hughes will notify you no later than 14 days before Veterans Day if the time off is approved. While we strive to approve employee requests for this leave, we may need to deny the leave if the absence would cause significant economic or operational disruption or undue hardship. If your request is denied, we allow you to take a different day off during the year prior to the following Veterans Day.

You must use your paid time off for this day, otherwise the day will be unpaid.

DOMESTIC VIOLENCE AND CRIME VICTIM LEAVE

MJ Hughes makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault, criminal harassment, a bias crime or incident, or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, advice from legal counsel, law enforcement assistance, or other steps to help better ensure your health and safety.

The Company also makes available statutory leave to attend criminal proceedings if you or an immediate family member is the victim of a personal felony.

Eligibility

Leave for domestic violence is available to any employee, regardless of the number of hours you work or your length of employment.

Crime victim leave is available to employees that average 25 hours per week in the past 180 days of employment.

Maximum Duration of Leave

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on MJ Hughes.

Pay During Leave

Leave is generally without pay. However, during your leave, you may elect to utilize any other paid leaves provided by MJ Hughes. If you apply and are approved for Paid Leave Oregon (PLO) you may request, but are not required to use the full amount of your sick/PTO leave while receiving PLO benefits.

Certification

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to, a copy of a police report or documentation from an attorney who is assisting you with the matter.

Reasonable Safety Accommodations

You may request reasonable safety accommodations in addition to domestic violence leave. Reasonable safety accommodations include, but are not limited to, the following:

- Transfer
- Reassignment
- Modified schedule
- Changed work telephone number
- Changed work station
- Installed lock
- Implemented safety procedures

If you are in need of a safety accommodation, please contact HR.

Call-In

MJ Hughes requires employees on statutory leave to comply with the Company's Call-in Policy for Employees on Leaves of Absence.

Return to Work

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

If you are in need of this type of leave, please contact your supervisor immediately.

PAID LEAVE OREGON (PLO)

Paid Leave Oregon is a mandatory statewide insurance program that provides eligible Oregon employees with paid time off to give or receive care.

Statutory paid leave may be available in the following circumstances:

- The birth of a child;
- Bonding with a child in the first year after birth, adoption, or foster care placement;
- To care for a family member with a serious illness or injury;
- To care for yourself when you have a serious illness or injury;
- For survivors of sexual assaults, domestic violence, harassment, bias crimes or stalking;
- To effectuate the legal process required for the placement of a foster child or the adoption of a child.

Family Member

For purposes of PLO a family member is defined as a spouse, child or the child's spouse or domestic partner, domestic partner, parent or parent's spouse or domestic partner, sibling or stepsibling or the sibling's or stepsibling's spouse or domestic partner, grandparent or the grandparent's spouse or domestic partner, grandchild or the grandchild's spouse or domestic partner, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Eligibility

Paid Leave Oregon will be available to Oregon employees who have earned at least \$1,000 in wages during the base year or alternative base year and who pay contributions to the Paid Leave Oregon fund. The base year is the first four of the last five completed calendar quarters preceding the leave and the alternative base year is the last four completed calendar quarters preceding the leave.

The \$1,000 in wages is cumulative, regardless of the number of employers or jobs someone has during a year. While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay.

The amount of pay you receive while on leave is based on your average weekly wage compared to Oregon's average weekly wage. If your weekly wage is equal to or less than 65 percent of the state average weekly wage, you will receive the full amount of your weekly wage while on leave. If your

weekly wage is more than 65 percent of the state average weekly wage, then you will receive 65 percent of the state average weekly wage plus half of the difference between your average weekly wage and 65 percent of the state average weekly wage.

Maximum Duration of Leave

Employees will generally be eligible for up to 12 weeks of paid leave for any combination of family, medical, or safe leave. An additional two weeks of paid leave is available for any limitations related to pregnancy, childbirth or related medical condition, including lactation.

Application for Leave

If the leave is foreseeable, you must provide Human Resources with written notice at least 30 days prior to beginning the leave. If the leave is unforeseen, you must give verbal notice within 24 hours of beginning leave. You must also provide written notice within three days after the leave begins. Employees generally may not apply for PLO benefits after 30 days of the qualifying event.

Your notice must include the following:

- Type of leave being requested
- Explanation of the need for leave
- Actual or anticipated dates and duration of the leave

Failure to provide written notice within the required timeframes may result in penalties applied by the OED. As a penalty, the OED may reduce an employee's first weekly benefit amount by 25%, unless it would reduce the benefit amount below the PLO minimum benefit amount (5% of the average weekly wage).

Pay During Leave

Paid Leave Oregon is administered by the OED. Benefit payments through the Paid Leave Oregon program are paid by the OED.

Employees may request to supplement their Paid Leave Oregon benefit payments with the full amount of any other paid leaves provided by the Company.

Payment of Contributions

The program is funded by contributions paid by both employees and employers and is administered by the Oregon Employment Department. Employees pay 60 percent of the total contribution rate.

MJ Hughes will calculate and withhold contributions from your paycheck and submit both the employer and employee contributions to the OED on a quarterly basis.

Return to Work

Employees who return from leave under this law will be restored to a same or equivalent job if they have worked for their employer for at least 90 days prior to taking leave. Your health insurance will continue for the duration of the approved leave. If you contribute to the cost of your health insurance, you must

continue to pay your portion of the premium cost while on leave. The Company is prohibited from discriminating against you for requesting or taking paid leave.

TOBACCO AND SMOKE-FREE WORKPLACE

MJ Hughes strives to provide a healthful, safe, and comfortable working environment for all employees and visitors. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes, by employees and visitors is prohibited on Company premises except in designated areas.

Pursuant to state law any designated area cannot be within 10 feet of any building entrance, exit, accessibility ramp that leads to and from an entrance or exit, open window or air ventilation intake. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes is also prohibited in all Company vehicles that are not exclusively operated by one individual.

Smoking and tobacco use should be limited to rest and meal periods. Employees who violate this policy may be subject to corrective action up to and including immediate discharge.