

FLORIDA HANDBOOK ADDENDUM

(Effective February 2022)

The Custom Group of Companies, Custom Healthcare Solutions, and all affiliated entities (collectively, the “Company” or “Custom”) is committed to full compliance with all federal, state and local laws governing its employees. Therefore, this addendum sets forth certain modifications and additions to the Employee Handbook, but does not constitute a comprehensive list of all additional rights and protections afforded to Florida employees. These policies apply only to the employees who work in Florida. Custom reserves the right to change, modify or discontinue any of these plans, policies, procedures or benefits at any time without prior notice. To the extent there is any inconsistency between the policies in this addendum and the policies in the Handbook itself, the policies in this addendum will govern. If any provision in this addendum conflicts with any applicable law or regulation, this addendum shall be deemed modified to the extent necessary to comply with such law or regulation.

DOMESTIC VIOLENCE LEAVE

Custom will permit eligible employees to request and take up to 3 unpaid days of leave from work in any 12-month period if the employee or a family or household member is the victim of domestic violence or sexual violence. The Company may, in its sole discretion and to the extent permitted by law, require employees to first use available paid time off (if any) in lieu of such unpaid leave. Such leave may be used for the following purposes: (i) to seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence; (ii) obtain medical care and/or mental health counseling for you or your family or household member to address physical or psychological injuries resulting from the domestic violence or sexual violence; (iii) obtain services for domestic or sexual violence from a victim services organization; (iv) secure the employee’s home from the perpetrator of the domestic or sexual violence or to seek new housing to escape the perpetrator; or (v) seek legal assistance to address domestic or sexual violence issues or to attend and prepare for court-related proceedings concerning domestic or sexual violence. The Company may request documentation from the employee to verify the need for and proper use of leave, and the Company will keep such information confidential to the extent required by law.

CIVIL AIR PATROL LEAVE

Custom provides up to 15 days of unpaid leave per year for eligible employees who are senior members of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification to participate in a Civil Air Patrol training or mission. Eligible employees must have been employed by Custom for at least 90 days immediately preceding the leave and include independent contractors. While Civil Air Patrol leave is unpaid, you may use any available paid time off during and concurrently with your Civil Air Patrol leave.