

NEW JERSEY 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 New Jersey employees. These policies apply only to the employees who work in New Jersey. 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.

PAID SICK LEAVE

You are eligible to accrue paid sick leave consistent with this policy and in accordance with the New Jersey Earned Sick Leave Act. To the extent permitted by law, paid sick leave under this policy will run concurrently with other leave covered and taken under federal, state or local law.

You accrue sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of sick leave per calendar year (i.e., January 1st through December 31st). Paid sick leave accrues in whole hour increments and not in fractions of an hour. Exempt employees accrue sick leave based on a 40-hour workweek, unless their regular schedule is less than 40 hours per week. Paid sick leave begins to accrue upon your first day of active employment with Custom, but you may not use accrued sick leave until 120 calendar days after your first day of active employment with Custom. Accrued sick leave must be used in increments of not less than 4 hours, except in the event the employee has accrued less than 4 hours of sick leave or your shift is less than 4 hours. You may carry over from one calendar year to the next up to 40 hours of accrued unused sick leave, but may not use more than 40 hours of sick leave per calendar year.

You may use paid sick leave to take leave from scheduled work within New Jersey when:

1. You need diagnosis, care, or treatment of, or recovery from, your mental or physical illness, injury, or other health condition, or you need preventive medical care.
2. You need to care for a family member who needs diagnosis, care, or treatment of, or recovery from, a mental or physical illness, injury, or other health condition, or who needs preventative medical care.
3. You have or a family member has been a victim of domestic or sexual violence and need medical attention, to recover from physical or psychological injury or disability, services from a designated domestic violence agency or other victim services organization, psychological or other counseling, relocation, or legal services.
4. Your workplace closes due to an epidemic or other public health emergency or you need to care for a child whose school or child care provider closes due to an epidemic or other public health emergency; or a public health authority determines that the presence of you, or a family member for who you care, in the public may jeopardize others' health.
5. You need time to attend a school-related conference, meeting, function, or other event requested or required by your child's school or education, or to attend a meeting regarding care provided to your child in connection with your child's health or

disability.

The following are considered to be family members within the meaning of this policy: child (biological, adopted, foster, or step- child; legal ward; or child of a domestic partner or civil union partner); grandchild; sibling (biological, foster, or adopted); spouse; domestic partner; civil union partner; parent (biological, adoptive, foster, or step-parent; legal guardian; or a person who stood *in loco parentis* when the employee was a minor child); grandparent; sibling or parent of a spouse, domestic partner, or civil union partner; spouse, domestic partner, or civil union partner of an employee's parent or grandparent; or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

If the need to take sick leave is foreseeable please let us know as soon as possible, but at least 7 days in advance, so that we can arrange coverage. If the need to take sick leave is unforeseeable, please let us know ASAP by emailing Christina Tabacchi and copying Pat Rohe and Diane McGaw. Again, the sooner you can let us know the sooner we can arrange coverage and follow-up on current positions.

If you need to take sick leave for 3 or more consecutive workdays, or on certain blackout dates (which dates will be communicated in writing promptly after they become known to Custom), Custom may request:

- Documentation signed by a licensed health care provider attesting to the need for the sick leave and (if possible) the duration of the leave, when an employee uses paid sick leave under the circumstances described in 1 and 2 above.
- Medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence, when an employee uses paid sick leave to take leave from scheduled work within NJ under the circumstances described in 3 above.
- A copy of the order of the public official or the determination by the health authority, when an employee uses paid sick leave to take leave from scheduled work within NJ under the circumstances described in 4 above.

The cost of obtaining such documentation is generally the responsibility of the employee. Additionally, employees may be asked to confirm in writing that the time off pursuant to this policy was used for purposes authorized under this policy.

Sick leave under this policy will be paid at your regular base rate of pay at the time of absence and will not be considered time worked for the purposes of overtime compensation. Accrued but unused sick leave will be forfeited and not paid out upon termination of employment for any reason. For the purposes of this policy, any gap in active employment of 6 months or more shall be considered a termination of employment. For employees rehired after such a termination of employment their sick leave accrual will reset at zero.

Custom reserves the right to take disciplinary action, up to and including immediate termination, against an employee who uses sick leave for purposes other than those authorized under this policy or applicable law, or who otherwise abuses or misuses paid sick leave.

If you have any questions or need additional information, please contact Diane McGaw or Pat Rohe (212.818.0300).

NEW JERSEY FAMILY LEAVE ACT

Custom provides eligible employees with up to 12 weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

Eligible Employees

To be eligible for NJFLA leave, you must have worked for Custom for at least 12 months and have worked at least 1,000 hours for Custom over the previous 12 months.

Qualifying Reasons for Leave

You may take NJFLA leave:

- To care for a newly born or adopted child, but the leave must start within 12 months of the birth of the child or the placement of the child for adoption.
- To care for a family member with a serious health condition.
- In the event of a state of emergency declared by the Governor, or when indicated by a public health official, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which requires the employee:
 - To care for their child whose school or place of care is closed by order of a public official due to the epidemic or other public health emergency;
 - To care for a family member that is subject to any declaration by a public health authority, including a mandatory quarantine order, as a result of illness caused by the communicable disease or known or suspected exposure to the communicable disease; or
 - To care for a family member who, under the recommendation of a health care provider or public health authority, voluntarily self-quarantines as a result of suspected exposure to a communicable disease.

“Family member” includes the employee’s child, grandchild, parent, parent-in-law, grandparent, sibling, civil union partner, domestic partner, spouse, any other individual related by blood to the employee, or any other individual the employee shows to have a close association with the employee that is the equivalent of a family relationship.

For the avoidance of doubt, NJFLA does not provide leave for an employee’s own serious health condition.

Leave Benefits

You may take up to a maximum of 12 weeks of NJFLA leave in a 24-month period, which is a rolling 24-month period, measured backward from the date of any NJFLA leave. You may take NJFLA leave:

- As a single block of time.
- By reducing your normal weekly work schedule for no more than 12 consecutive months in a 24-month period.

- Intermittently in increments lasting at least one week, but less than 12 weeks in a consecutive 12-month period, when medically necessary.

Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Custom's operations.

Depending on the purpose of your leave, Custom may require or you may elect to use accrued but unused sick leave for such leave, concurrently with some or all of your NJFLA leave. In addition, you will not be eligible to accrue seniority or benefits, including sick leave, during any period of your NJFLA leave. NJFLA shall run concurrently with all other forms of leave (such as FMLA leave) and other benefits to the maximum extent permitted by law.

Custom will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Required Notice and Certifications

When requesting NJFLA leave, you must give Custom at least 30 days' advance written notice. If advance written notice is not possible because of an emergency, you must give Custom reasonable verbal notice and then follow up with written notice.

You also must give Custom certain documentation supporting the need for leave (based on the qualifying reason for leave), such as medical certification. Custom reserves the right to require second or third medical opinions and periodic re-certifications. You must also provide periodic reports during your leave regarding your status and intent to return to work as deemed appropriate by Custom.

If you fail to provide the required documentation, Custom may delay the start of your leave, withdraw any designation of NJFLA leave or deny the leave, in which case your absences will be treated in accordance with Custom's standard leave of absence and attendance policies and you may be subject to discipline up to and including termination of employment. If you provide false or misleading information or omit material information about a NJFLA leave, you will be subject to discipline up to and including immediate termination of employment.

Returning to Work after NJFLA Leave

Upon returning to work after NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the 12-week NJFLA entitlement, will be subject to Custom's standard leave of absence and attendance policies. This may result in termination if your continued absence is unauthorized (for example, if you have no other Company-provided leave available to you).

NEW JERSEY TEMPORARY DISABILITY BENEFITS

Employees who are unable to work because of a non-work-related injury or illness for a period in excess of 7 days are generally eligible for New Jersey State Temporary Disability Benefits for a maximum period set forth under New Jersey law, usually 26 weeks. If an employee becomes ill or injured away from the workplace, the employee should immediately notify the employee's Custom counselor or payroll. Employees must provide written notice, including a doctor's certificate stating the nature of the disability and the expected date of return to work. Employees may be required to submit to a physical examination(s) to support a claim of disability at no cost to the employee. Failure to submit to an examination may be cause for the denial of benefits. Further information may be obtained from your counselor or payroll.

Employees will be provided job protected leave under the Temporary Disability Benefits Law during a period of disability resulting from the donation of an organ or bone marrow.

Subject to certain conditions provided by law, eligibility for temporary disability benefits for pregnancy-related conditions are determined in the same way as any other disability. Disability benefits shall run concurrently with all other leave or other benefits to the greatest extent permitted by law.

NEW JERSEY FAMILY LEAVE INSURANCE

The Family Leave Insurance provisions of the New Jersey Temporary Disability Benefits Law may provide up to 12 weeks of Family Leave Insurance benefits. Benefits are payable to covered employees to: (i) bond with a child during the first 12 months after the child's birth, if the covered individual, or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual; (ii) care for a family member with a serious health condition supported by certification provided by a health care provider; or (iii) engage in activities for which leave may be taken under the SAFE Act (as described below). Claims may be filed for 12 consecutive weeks, intermittent weeks or for 56 intermittent days during a 12-month period beginning with the first date of the claim. The Family Leave Insurance benefits generally pay up to two-thirds of the employee's weekly income, up to a statutory cap.

For purposes of this policy, "family member" includes the employee's child, grandchild, parent, parent-in-law, grandparent, sibling, civil union partner, domestic partner, spouse, any other individual related by blood to the employee, or any other individual the employee shows to have a close association with the employee that is the equivalent of a family relationship.

Custom requires at least 30 days' advance notice of the need to utilize Family Leave Insurance benefits and at least 15 days' advance notice for intermittent leave, unless the leave is unforeseeable. Custom also reserves the right to request and obtain documentation to substantiate the need to take the qualifying leave.

Family Leave Insurance benefits run concurrently with all other leaves or other benefits, including but not limited to any benefits under the FMLA, the NJFLA, and the SAFE Act. Further information regarding Family Leave Insurance may be obtained from payroll.

Nothing contained in or omitted from this addendum to the Employee Handbook shall be deemed a waiver of or restriction upon any of Custom's rights under the New Jersey Temporary Disability Benefits Law, or the Family Leave Insurance provisions thereof, all of which are expressly reserved.

NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT

In accordance with the New Jersey Security and Financial Empowerment Act (SAFE Act), employees who are victims of domestic violence or a sexually violent offense (or an employee whose family member is such a victim) shall be eligible to receive up to 20 days of job-protected leave. To be eligible for this leave an employee must have worked for Custom for at least 12 months and for at least 1,000 hours during the immediately preceding 12-month period. Eligible employees will be able to take leave to: (1) seek or receive medical treatment; (2) obtain services from a victim services organization; (3) obtain counseling; (4) participate in safety planning for temporary or permanent relocation; (5) seek legal assistance; or (6) attend, participate, or prepare for criminal or civil legal proceedings. Employees must take the leave within one year of the qualifying event.

For purposes of this policy and the SAFE Act, "family member" includes the employee's child, grandchild, parent, parent-in-law, grandparent, sibling, civil union partner, domestic partner, spouse, any other individual related by blood to the employee, or any other individual the employee shows to have a close association with the employee that is the equivalent of a family relationship.

Employees may use accrued but unused sick leave during and concurrently with unpaid leave in connection with this policy. Intermittent leave may be utilized, but in increments no shorter than one full day. Leave under the SAFE Act will run concurrently with all other leaves or other benefits, including but not limited to FMLA leave, the NJFLA and the New Jersey Disability Leave Insurance program, and employees may be eligible to receive family leave insurance benefits during leave taken pursuant to the SAFE Act.

Employees must give written notice of the need to take leave to Custom to the extent it is foreseeable. Custom reserves the right to require documentation substantiating the need for leave, including, without limitation, a copy of a restraining order, a letter from a prosecutor, proof of a conviction, medical documentation, or certification from an agency or professional involved in assisting the victim.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Eligible employees will be allowed time off from work to perform duties as a volunteer emergency responder (i.e., active members in good standing of a volunteer fire company; volunteer members of a duly incorporated first aid, rescue, or ambulance squad; or members of any county or municipal volunteer Office of Emergency Management, if the member's official duties include responding to a fire or emergency call) during a declared state of emergency or when responding to an emergency alarm. Eligible employees must give at least one hour of advanced notice to Custom when they will be absent from work to render emergency services under this policy.

Upon returning to work, employees must provide Custom with a copy of the incident report and a certification by the incident commander, or other officer or official in charge, that both:

- affirms that the volunteer emergency responder was actively engaged in, and necessary for, rendering emergency services; and
- states the date and time that the employee was relieved from emergency duty.

Leave under this policy will be unpaid except that employees may choose to use available accrued sick leave during and concurrently with such unpaid leave.

Custom will not retaliate against eligible employees for rendering voluntary emergency responder services in accordance with this policy and applicable law.

COMMUTER BENEFITS

Custom offers its employees the opportunity to use pre-tax earnings to pay for certain methods of transit in accordance with applicable law. Additional information will be provided under separate cover and may be obtained from payroll.