

PENNSYLVANIA 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 Pennsylvania employees. These policies apply only to the employees who work in Pennsylvania. 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.

FAILURE TO REPORT TO WORK DURING STATE OF EMERGENCY

Custom will not discipline or otherwise retaliate against an employee for failing to report to work due to a closure of the roads in the county of the Company’s Pennsylvania office or the county where the employee resides resulting from a state of emergency declared by the Governor. Employees who are unable to report to work due to such circumstances will be provided unpaid leave.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Volunteer emergency responder leave is only available if you responded to the emergency call before the start of your shift such that it made you miss working hours. Accordingly, the leave is only allowed where the call was taken before you were to report for work.

FMLA FOR ORGAN DONATION LEAVE

Employees who are eligible for FMLA leave may use such leave to prepare and undergo surgery for the donation of an organ or tissue, and/or to recover from such surgery. Employees may also take such leave to care for a spouse, child, or parent with a serious medical condition for the preparation and recovery necessary for surgery related to organ or tissue donation, or if the spouse, child, or parent is the organ or tissue donor. Organ donation leave runs concurrently with FMLA leave, and employees must otherwise comply with Custom’s FMLA policy (e.g., advance notice requirements, etc.) for purposes of taking organ donation leave.

EMPLOYEE INFORMATION AND PERSONNEL FILES

Custom will permit the inspection of a Pennsylvania employee’s personnel file once every calendar year by the employee and once every calendar year by the employee’s designated agent (if any), in accordance with applicable law. Custom reserves the right to require an employee to file a written form to request access to the employee’s personnel file, which shall indicate either the purpose for which the inspection is requested or the particular parts of the personnel file the employee wants to inspect. Custom may also require the inspection in the presence of a Company official.

If an employee wishes to have a designated agent perform the inspection, the employee must provide Custom with a signed authorization designating the individual agent and stating the specific date(s) and the purpose for which the inspection is authorized or the particular parts of the employee’s personnel file that the designated agent is authorized to inspect.