

WISCONSIN HANDBOOK ADDENDUM

(Effective May 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 Wisconsin employees. These policies apply only to the employees who work in Wisconsin. 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.

WITNESS AND VICTIMS OF CRIME LEAVE (SUPPLEMENTAL INFORMATION)

Employees who are subpoenaed to testify in a criminal, juvenile, or children’s court proceeding are eligible for unpaid leave, unless the proceeding arises from a crime against Custom (or its client) or an incident involving the employee in the course of employment, in which case the employee will receive paid leave. On or before the first business day after receiving a subpoena to testify, the employee must give Custom written notice if the employee will have to be absent from work in order to testify pursuant to the subpoena.

VOTING LEAVE

Employees may take up to 3 consecutive hours of unpaid time off to vote on an election day, and Custom may determine the time of day for the employee’s absence to vote, as permitted by law. Employees must notify Custom at least one day before the election of their need for voting leave.

ELECTION OFFICIAL LEAVE

Employees who are election officials may take unpaid leave to serve as an election official on an election day. Employees must provide Custom with at least 7 days’ advance written notice of their need for such leave, and Custom may require verification of the employee’s appointment to serve as an election official. Custom will not discriminate or retaliate against employees for taking election official leave.

VOLUNTEER EMERGENCY RESPONSE LEAVE

Custom provides emergency response leave to employees who serve as volunteer firefighters, emergency medical services practitioners, emergency medical responders, or ambulance drivers for a volunteer fire department or fire company, a public agency, or a nonprofit corporation to respond to an emergency that begins before the employee is required to report to work, in accordance with applicable law. The leave may be granted for as long as the employee is engaged in the actual performance of emergency response duties. Leave under this policy will be unpaid – however, employees may choose to use available sick leave or other paid time off (if any) during and concurrently with such leave.

Upon hire or within 30 days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, employees must submit to Custom a written statement signed by the chief of the volunteer fire department

or fire company or by the person in charge of the ambulance service provider, notifying Custom of the employee's emergency responder status. Employees must also notify Custom of any change to their status as a volunteer emergency responder under this policy.

You must make every effort to notify Custom that you may be late or absent from work to respond to an emergency. Upon your return from leave, Custom may request a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider: (i) explaining why prior notification could not be made (if you did not give advance notice to Custom; and (ii) certifying the period of time that you responded to the emergency.

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

CIVIL AIR PATROL LEAVE

Custom employees who are members of the Civil Air Patrol are eligible to take up to (i) 5 consecutive workdays of leave, and (ii) 15 days of leave total per calendar year, in order to serve in an emergency service operation, as defined under WI law. Employees must notify Custom in advance of an emergency service operation that they are members of the Civil Air Patrol, and must notify Custom if their status as a member of the Civil Air Patrol changes. Custom may require employees to provide a statement from the employee's commander certifying that the employee's absence from work was because of participation in an emergency service operation. Custom reserves the right to deny Civil Air Patrol leave in the event the employee's absence will unduly disrupt operations, to the extent permitted by law. While Civil Air Patrol leave is unpaid, you may use any available paid time off, such as sick leave (if any), during and concurrently with your Civil Air Patrol leave.

EMPLOYEE INFORMATION AND PERSONNEL FILES

Custom employees working in Wisconsin will be permitted to inspect and, if requested, copy their personnel files up to 2 times per calendar year within 7 workdays after receiving the employee's request, which should be provided in writing. Inspection of the records must take place at a location reasonably near the employee's workplace and during normal work hours, unless the employee must take time off from work for the inspection or unless the employee and Custom agree on another more convenient time and place. Custom may charge a reasonable fee that does not exceed the actual cost of reproduction for providing copies of records. Custom reserves all of its rights under applicable law with respect to disclosing and not disclosing certain employment records.