

ENDEAVOR

PAID SICK AND SAFE TIME POLICY

We know that you occasionally will need time off from work due to illness, injury, or medical condition(s) and for medical appointments, to care for an ill family member, or for other approved reasons as set forth below. We provide eligible employees with paid sick and safe time benefits to help protect them against financial losses when these situations arise.

ELIGIBILITY

Unless otherwise specified below, all full-time, part-time, and temporary employees who perform work for the Company are eligible for Paid Sick and Safe Time ("PSST") under this policy. Employees who work in (a) San Francisco or Berkeley, CA, or (b) the state of Washington are not eligible for PSST under this policy, but may be eligible for paid sick leave benefits under the Company's Washington Paid Sick and Safe Time Policy or Sick Leave Policy for Employees in San Francisco and Berkeley, CA, and should refer to those policies for more information.

For purposes of this Policy, year is defined as a full calendar year, January 1st through December 31st.

PSST GRANT

Annual PSST Grant

On January 1st of each year, beginning on January 1, 2019, eligible full-time employees receive a lump grant of 64 hours of PSST, which is available for immediate use during that year, unless otherwise specified below. On January 1st of each year, beginning on January 1, 2019, eligible non-full-time employees receive a lump grant of 40 hours of PSST, which is available for immediate use during that year, unless otherwise specified below.

All eligible full-time employees hired on or after the effective date of this policy will receive on their hire date a lump grant of 64 hours of PSST, which is available for immediate use during the remainder of the year in which they are hired, unless otherwise specified below. All eligible non-full-time employees hired on or after the effective date of this policy will receive on their hire date a lump grant of 40 hours of PSST, which is available for immediate use during the remainder of the year in which they are hired, unless otherwise specified below.

Employees Who Work in Los Angeles, CA

On January 1st of each year, beginning on January 1, 2019, eligible full-time employees who work in Los Angeles, CA will receive the lesser of either: (1) a 64-hour grant of PSST, or (2) a grant of PSST equal to the difference between their carried over PSST balance (see below) and 72 hours. On January 1st of each year, beginning on January 1, 2019, eligible non-full-time employees who work in Los Angeles, CA will receive the lesser of either: (1) a 48-hour grant of PSST, or (2) a grant of PSST equal to the difference between their carried over PSST balance (see below) and 72 hours.

All eligible full-time employees who are hired on or after the effective date of this policy and who work in Los Angeles, CA will receive on their hire date a lump grant of 64 hours of PSST, which is available for immediate use for the remainder of the year in which they are hired. All eligible non-full-time employees who are hired on or after the effective date of this policy and who work in Los Angeles, CA will receive on their hire date a lump grant of 48 hours of PSST, which is available for immediate use for the remainder of the year in which they are hired.

Employees Who Work in Chicago, IL

On January 1st of each year, beginning on January 1, 2019, eligible full-time employees who work in Chicago, IL

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receive a lump grant of 64 hours of PSST, which is available for immediate use during that year. On January 1st of each year, beginning on January 1, 2019, eligible non-full-time employees who work in Chicago, IL receive a lump grant of 60 hours of PSST, which is available for immediate use during that year.

NO CARRYOVER

Because the Company grants employees a sufficient amount of PSST at the start of each benefit year and upon hire, PSST under this policy does not roll over from year to year, unless required by applicable law.

Employees Who Work in Los Angeles, CA

Los Angeles employees carry over up to a maximum of 72 hours of earned, unused PSST from year to year.

Employees Who Work in New Jersey

New Jersey employees carry over up to a maximum of 40 hours of earned, unused PSST from year to year.

USING PSST

No Waiting Period for Use

Eligible employees may use their annual PSST immediately upon hire, i.e., there is no PSST usage waiting period for new hires, and upon receipt at the start of each year.

Amount of PSST Available for Use

Unless otherwise specified below, each year eligible employees may use their full lump grant of PSST and, to the extent applicable, any carried over PSST, as set forth above.

Employees Who Work in Los Angeles, CA

Regardless of carryover balances, all eligible employees who work in Los Angeles, CA may use a maximum of 72 hours of PSST per year.

Increments of Use

Non-exempt employees and exempt employees may take PSST in increments of at least one quarter of an hour (i.e., 15-minute increments).

REASONS FOR USE

Eligible employees can use PSST for the following reasons:

- An employee's need for diagnosis, care, treatment of, or recovery from a physical or mental illness, injury, or health condition; to obtain preventive care, or receive elective surgery, including organ donations, for an employee; or attending routine medical appointments (including travel to and from an appointment, pharmacy, or other location related to the purpose for which the time was taken);
- To aid or care for a covered family member (as defined below) during diagnosis, care, treatment of, or recovery from a physical or mental illness, injury, or health condition; to aid or care for a covered family member who needs preventive care or elective surgery, including organ donations; to attend routine medical appointments of a covered family member (including travel to and from an appointment, pharmacy, or other location related to the purpose for which the time was taken);

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- For an employee who is a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking committed against the employee or the employee's covered family member, including to (i) obtain medical or mental health attention that is related to the domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking, (ii) obtain services from a victim services organization related to the domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking, (iii) obtain legal services or proceedings related to or resulting from the domestic violence or abuse, sexual violence, assault or abuse, sexual offense, human trafficking, harassment, family offense matter, or stalking, (iv) temporarily relocate; (v) enroll children in a new school; or (vi) take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or the employee's family member or to protect those who associate or work with the employee;
- Care of the employee or a covered family member when it has been determined by health authorities or by a health care provider that the individual's presence in the community may jeopardize the health of others due to exposure to a communicable disease (whether or not the individual actually has the disease);
- Closure of an employee's place of business or the employee's family member's school, place of care, or business by an order of a public official for any health-related reason;
- Maternity or paternity leave;
- Absences protected under the federal Family and Medical Leave Act;
- Time needed in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
- Meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child;
- Oregon employees only: PSST may also be used for the following reasons:
 - To care for (i) infant, newly adopted, or foster child under 18 years old, or an adopted or foster child older than 18 years old if child incapable of self-care because of mental or physical disability, (ii) family member with serious health condition, (iii) child with illness or condition requiring home care;
 - Bereavement leave for death of a family member, including attending funeral, making arrangements due to death of the family member, and grieving the death;
 - To recover from or seek treatment for serious health condition that renders employee unable to perform at least one essential function of job;
 - For any other reason covered by applicable law.

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To protect employee (and family member) privacy, eligible employees need not disclose the underlying reason for a medical or dental appointment, any specific diagnosis information related to a medical condition or details regarding domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking.

Covered Family Member

For purposes of this policy, family member includes the following:

- A child (biological, adopted, foster, step relationships; legal ward; child to whom the employee stands in loco parentis, regardless of the child's age ; child for whom the employee is a de facto parent regardless of age or dependency status; godchild; a child for whom the employee has legal or physical custody or guardianship; a child to whom the employee assumed duties of parenthood; child of a domestic partner or civil union partner of the employee);
- A parent (biological, adoptive, foster, step parents of the employee or employee's spouse; legal guardian of an employee or the employee's spouse or registered domestic partner, a person who stood in loco parentis when the employee was a minor child; or a person who assumed parenthood duties when the employee or the employee's spouse was a child; godparent, co-parent);
- A spouse; domestic partner; civil union partner; or life partner;
- A grandparent (including biological, adopted, foster, or step grandparent of the employee);
- A grandchild (including biological, adopted, foster, or step grandchild of the employee);
- A sibling (including biological, adopted, foster, half, or step sibling of the employee);
- A spouse, domestic partner, or civil union partner of a parent or grandparent of the employee;
- Sibling of a spouse, domestic partner, or civil union partner of the employee;
- Any other individual related by blood or affinity or whose close association with the employee is the equivalent of a family relationship;
- For Washington, D.C. employees only: Family member includes a person with whom the employee shares or has shared a mutual residence and with whom the employee maintains a committed relationship for not less than the preceding 12-months.
- For Westchester County, NY employees only: Family member includes the child or parent of an employee's household member. The term household member covers the following: (i) persons related by consanguinity or affinity; (ii) persons legally married to or in a domestic partnership with one another; (iii) persons formerly married to or in a domestic partnership with one another regardless of whether they still reside in the same household; (iv) persons who have a child in common, regardless of whether such persons have been married or domestic partners or have lived together at any time; and (v) persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time.

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TRACKING AVAILABLE TIME

Eligible employees will be notified of their available PSST balance, as well as all other required information, each pay period via Workday. Additionally, hourly employees' available PSST balance is included on their paystubs. The available PSST amount represented will be the time available as of the end of a respective pay period. Please contact Human Resources with any questions or concerns.

REPORTING ABSENCES

In the event of a foreseeable PSST absence (e.g., to attend a previously scheduled doctor's appointment), employees must provide reasonable advance notice to their direct supervisor or, if their direct supervisor is not available, to Human Resources, either orally, in writing, or via electronic means (including email). The employee should also make a reasonable effort to schedule the PSST in a manner that does not disrupt the Company's operations.

In the event of an unforeseeable PSST absence (e.g., sudden illness), employees must notify their direct supervisor or, if their direct supervisor is not available, Human Resources, either orally, in writing, or via electronic means (including email and text message) as soon as practicable. If an employee is unable to provide notice personally, notice may be provided by the employee's spokesperson (e.g., spouse, domestic partner, adult family member, or other responsible party).

Absences will not be counted toward departmental attendance standards when PSST is used.

DOCUMENTATION

The Company will not request a verification or certification of absence under this policy unless the employee has taken more than three consecutive days of PSST. After a PSST absence of more than three consecutive days, the Company may require reasonable verification that the employee's use of PSST is for an authorized purpose. Unless otherwise required by applicable law, employees must submit the required reasonable verification to the Company within seven calendar days of the employee's return to work following a covered absence.

For absences due to an illness, injury, or health condition as described above, reasonable verification shall include documentation signed by a healthcare professional indicating that PSST is necessary.

For absences due to domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking as described above, reasonable verification shall include: (1) documentation signed by a health care professional, attorney, member of the clergy, social worker, counselor, or shelter worker affirming that the employee or the employee's covered family member was a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking; (2) a police report indicating that the employee or the employee's covered family member was a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking; (3) a court order or record; (4) a signed statement from a representative, agent, employee, or volunteer of a victim services organization, affirming that the employee or the employee's covered family member was a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking; (5) documentation that the perpetrator of the domestic violence or abuse, sexual violence, assault or abuse, sexual offense, human trafficking, harassment, family offense

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matter, or stalking has been convicted of such an offense; or (6) an employee's written statement. An employee's written statement does not need to be in an affidavit format or notarized, but shall be legible if handwritten and shall reasonably make clear the employee's identity and, if applicable, the nature of the employee's relationship to the family member.

For absences due to a public health emergency as described above, reasonable verification shall include a copy of the order of the public official or the determination by the health authority.

Such verification does not need to explain the nature of any illness, injury or health condition of the employee or the employee's covered family member, or describe the details of any domestic violence or abuse, sexual violence, assault or abuse, sexual offense, human trafficking, harassment, family offense matter, or stalking.

An employee may be subject to disciplinary action, up to and including termination, for failure or delay in providing required reasonable verification.

NO CASH-OUT OF PSST

Unused PSST is not cashed out at any time during employment or upon separation of employment.

NO RETALIATION /DISCRIMINATION

Employees are protected from retaliatory action or from being subject to any adverse personnel action for exercising or attempting to exercise their rights under applicable state or local paid sick leave law or ordinance. Any employee who believes he or she has been subjected to retaliatory action in violation of these laws should report such action immediately to Human Resources. The Company will promptly investigate any claims of retaliatory action and take any necessary corrective action where appropriate.

CONFIDENTIALITY

The Company will not require the disclosure of details relating to an employee's or his or her family member's medical condition or require the disclosure of details relating to an employee's or his or her family member's status as a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking as a condition of providing PSST under this policy. Health information about an employee or an employee's family member, and information concerning an employee's or his or her family member's status or perceived status as a victim of domestic violence or abuse, sexual violence, assault or abuse, a sexual offense, human trafficking, harassment, a family offense matter, or stalking obtained solely for the purposes of utilizing PSST pursuant to this policy, will be treated as confidential and will not be disclosed except by the affected employee, with the written permission of the affected employee, or as required by law.